

Recreation Ground
Huntersfield
Stanford in the Vale
Faringdon
Oxfordshire SN7 8LR



1.1.8 - THE NON-COLLECTION OF CHILDREN POLICY

Reviewed March 2015

An unauthorised person is defined as being anyone who is not designated on a child's Enrolment Form or anyone who has not been given permission to associate with the child via the enrolment form from the parents to Stanford Pre-school.

Statement of intent

In the event that a child is not collected by a designated authorised adult at the end of a session, Stanford Pre-school will put into practice the procedures detailed below. These ensure that an experienced and qualified practitioners who are known to the child cares for the child safely.

Aim

We will ensure that any child, who is not collected by an authorised adult, receives an exceptional standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

1. Parents of children starting at Stanford Pre-school are asked to provide specific information which is recorded on our Enrolment Form, including:
 - home address and telephone number - if the parents do not have a telephone, an alternative number must be given. This will usually be one of the authorised alternative contacts.
 - who has parental responsibility for the child;
 - work telephone number (if applicable);
 - mobile telephone number (if applicable);
 - a password known only to the parents/ carers of the child and any other adults that they have authorised to collect the child.
 - names, addresses, and telephone numbers of adults who are authorised by the parents to collect their child from pre-school, for example a child minder or grandparent; and
 - information about any person who *does not* have legal access to the child.
 - information about specific medical or dietary conditions, or allergies relating to the child that the staff need to be aware of.
2. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, staff must record the name of the person who will be collecting their child on a Collection Slip. Staff will agree with parents how the identification of the person who is to collect their child will be verified, i.e. description of the individual and/or password (this is recorded on the child's enrolment documents).
3. Parents are informed that if they are not able to collect the child as planned they must inform the staff so that they can commence back-up procedures. Stanford Pre-school will provide parents with a contact telephone number – **01367 718696**. Stanford Pre-school also informs parents that - in the

event that their child is not collected from pre-school by an authorised adult within 45 minutes of the end of a session, Stanford Pre-school will apply child protection procedures as set out in the Safeguarding Children (Child Protection) Policy.

4. If a child is not collected at the end of the session, staff will conduct the following procedures:
- the Collection Slips is checked for any information about changes to the normal collection routines;
 - if no information is available, parents/carers are contacted at home or at work;
 - if this is unsuccessful, the adults who are authorised by the parents to collect their child from pre-school - and whose telephone numbers are recorded on the Enrolment Form - are contacted;
 - all reasonable attempts are made to contact the parents/or nominated carers and emergency contacts listed in enrolment forms;
 - the child stays at pre-school in the care of two CRB vetted staff or committee members until the child is safely collected;
 - the child does not leave the premises with anyone other than those named on the Enrolment Form and in the Collection Clipboard, unless the parent has informed Stanford Pre-school who will be collecting the child and ensures that this person has their child's password. If no one collects the child and the premises are closing, or staff are no longer available to care for the child, staff will apply the procedures set out in our Safeguarding Children (Child Protection) Policy, contacting the local authority children's social care team and the local police using the non-emergency phone number 101 if necessary;
 - a full written report of the incident is recorded and kept on our records; and a pseudonymous copy is sent to OFSTED:
Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD
Telephone number: **0300 123 1231**
Reference Number: **EY419941**
 - depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff;
 - [where parents are late in collecting their child charges will be issued - £10 for the first 10 minutes and £5 for every 15 minutes after \(we understand that occasionally lateness cannot be helped, in this instance charges will be applied at the discretion of the manager or committee\);](#)
 - staff are not obliged to go in search of a parent;
 - staff do not take the child home with them.

This policy was amended at a meeting of the Pre-school held on ^{2nd} March 2015 and signed by Mrs Karin Williams-Cuss.

Signed on behalf of the Pre-school.....