



## Non-Collection of Children Policy

### **Statement of Intent**

In the event that a child is not collected by an authorised adult at the end of a session/day, the setting puts into practice agreed procedures. These ensure that the child is cared for safely by an experienced and qualified practitioner who is known to the child.

### **Aim**

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high 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.

### **Methods**

Parents of children starting at the setting are asked to provide specific information which is recorded on our registration form including:

- Home address and telephone number. If the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or a close relative.
- Place of work and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a Grand-Parent or child minder.
- Information about any person who does not have legal access to the child and also who has parental responsibility for the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted on our daily register signing in and out sheet.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name and telephone number of the person who will be collecting their child on our daily register signing in and out sheet (if not another parent).

- Parents/ carers will be informed that in the circumstance of an uncollected child will follow the Non-Collection of Children Policy, which may involve contacting the Police/First Response/Social Care

If a child is not collected at the end of the session/day we will follow the following procedure.

- The daily register signing in and out sheet is checked for any information about changes to the normal collection routine.
- If there is no information available (as above) parents/carers are contacted at home, at work or on their mobile telephone number.
- If this contact is un-successful the adults who are authorised by the parents (emergency contacts) to collect their child from the setting and whose telephone numbers are recorded on the child's registration form are contacted.
- All reasonable attempts will be made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the child's registration form or those detailed on the daily register signing in and out sheet.
- If no-one collects the child after one hour and there is no one who can be contacted to collect the child we will apply the procedures for uncollected children noted below.
- We will contact our local authority First response team 0117 9036444 of if advised to the police
- The child will stay at the setting or if not possible outside of the setting in the care of two fully vetted workers until the child is safely collected by the parents, designated adult as stated on the child's registration form or by first response designated officer or the police.
- If the child is removed from the setting a note will be left on the door with contact telephone number for the parent if they arrive.
- A full written report of the incident will be recorded on an incident form and then put in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.