

STAMPERS PRE-SCHOOL

Collection/non-collection of a Child Policy (reviewed 29.3.16)

Statement of intent

The pre-school keeps up-to-date records and contact details of the adults involved in the care of the children attending. These are used to ensure children can be safely collected at the end of the session and at other times when necessary. Systems are in place to ensure that children cannot leave the premises without an authorised adult and that children are properly cared for in the event of a delay to their collection at the end of a session. These ensure, if possible, 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.

Procedures

Parents/carers of children starting at the pre-school are asked to provide specific information which is recorded on our Registration Form, including:

- home address and telephone number - if the parents/carers do not have a telephone, an alternative number must be given, perhaps a neighbour's.
- place of work, address and telephone number (if applicable).
- mobile telephone numbers.
- names, addresses, telephone numbers of adults who are authorised by the parents/carers to collect their child from preschool, for example a childminder or grandparent, or friends.
- information about any person who does not have legal access to the child.
- On occasions when parents/carers or the persons normally authorised to collect the child are not able to collect the child, they must verbally inform a staff member of the alternative arrangement. If the person collecting the child has not been met before by the staff, a password (valid for that day only) must be given to staff, which will be requested from the person allocated to pick up the child. This information will be given to all staff. Even if we *know* the person who says they are here to collect the child, we will not let that child go unless permission has been given by the parent/carer - unless they are on the 'authorised list'. So make sure if you are asking friends/neighbours to collect, that you have authorised them to do so.
- Parents/carers are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take backup procedures. We provide parents/carers with our contact telephone number. We also inform parents/carers that, in the event that their children are not collected from pre-school by an

authorised adult and the staff can no longer supervise the child in our premises, we apply our safeguarding procedures as set out in our safeguarding policy.

- If staff have concerns that the person collecting the child/ren to be under the influence of alcohol or drugs or in any other way unsuitable to collect children, then they will apply our child protection procedures as set out in our child protection policy.

If a child is not collected at the end of the session/day, we follow these procedures:

- 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 Registration Form, are contacted and all reasonable attempts are made to contact the parents/carers.
- the child stays at pre-school in the care of two fully checked workers until the child is safely collected, if possible. If only one worker is able to stay, that person will try to arrange to care for that child alongside school staff eg at after school club, or headteacher. The child is not permitted to remain just with one adult.
- the child does not leave the premises with anyone other than those named on the Registration Form
- if no one collects the child and the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our Safeguarding Policy. We contact our local authority social services department (0845 6005252 emergency) and inform OFSTED (03001231231).
- a full written report of the incident is recorded.

If any concerns regarding the suitability of the person collecting the child (age, medically fit, alcohol etc) are raised, the pre-school leader/deputy or Chair of the Pre-School MUST be made aware as soon as possible. Our policy is to only release children into the care of a responsible adult. We have the right to refuse access to the child in these circumstances and parents/carers must immediately be made aware of the situation following the procedures above.

Parents/carers should be aware that the pre-school reserves the right to make a charge for children being collected later than the closing time advertised. See funding and fees policy. This charge will be made for each fifteen minutes or part thereof after the closing time.