



Non-Collection of Child Policy Policy No.3A

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 the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

- Parents/carers of children starting at the setting are asked to provide the following specific information which is recorded on our Admission Form:
 - i. Home address and telephone number - if the parents/carers do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
 - ii. Mobile telephone number (if applicable).
 - iii. Names, addresses and telephone numbers of adults who are authorised by the parents/carers to collect their child from the setting, for example a childminder or grandparent.
 - iv. Who has parental responsibility for the child.
 - v. Information about any person who does not have legal access to the child.

On occasions when parents/carers are aware that they will not be at home or in their usual place of work, they inform us of how they can be contacted.

- On occasions when parents/carers or the persons normally authorised to collect the child are not able to collect the child, they provide us with details of the name, address and telephone number of the person who will be collecting their child. We agree with parents/carers how to verify the identity of the person who is to collect their child.
- 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 back-up measures. We provide parents/carers with our contact telephone number.

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

- The diary is checked for any information about changes to the child's normal collection routines.
- If no information is available, parents/carers are contacted by telephone.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the Admission Form - are contacted.



- All reasonable attempts are made to contact the parents/carers.
- The child does not leave the premises with anyone other than those named on the Admission Form.

If no-one collects the child after 30 minutes and there is no-one who can be contacted to collect the child, we apply the procedures for non collected children as follows;

- We contact our local authority children’s services **Duty Assessment Team East on 01424 724114**
- The child stays at setting in the care of two fully-vetted members of staff until the child is safely collected either by the parents/carers or by a social care worker.
- Social Care will aim to find the parent or relative, if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff to go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child’s file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed.

This policy was adopted at a trustees meeting of	Battle Pre-School Playgroup
Held on	12th September 2024
Minute Reference	Sept24 Item 10
Date to be reviewed	September 2026

