

Duchy Preschool & Playgroup, Bradninch			Page 1 of 3	
Document.	016	Non-collection of Children Policy		
Revision	02	Approved By	DRAFT	Approval Date

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Statement of intent

In the event that a child is not collected by an authorised adult at the end of a session, the Duchy Pre-school and Playgroup 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. Two adults must remain in the setting together to look after 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 of children starting at the Duchy Pre-school & Playgroup are asked to provide specific information which is recorded on our Admission Form, including:

- home address and telephone number - if the parents 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 number (if applicable);
- names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the group, for example a child-minder or grandparent; and
- information about any person who does not have legal access to the child, with court papers or a solicitors letter to confirm this.

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 in our Collection Book.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child in our Collection Book. We agree with parents how the identification of the person who is to collect their child will be verified. (for example by use of a shared “password”)

Approved by (signature)	
-------------------------	--

Duchy Preschool & Playgroup, Bradninch			Page 2 of 3	
Document.	016	Non-collection of Children Policy		
Revision	02	Approved By	DRAFT	Approval Date

Parents 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 procedures. We provide parents with our contact telephone number. We also inform parents that, in the event that their children are not collected from the playgroup by an authorised adult and the staff can no longer supervise the child in our premises, we apply our child protection procedures as set out below:

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

- The Collection Book 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 the group - and whose telephone numbers are recorded on the Admission Form - are contacted.
- All reasonable attempts are made to contact the parents/carers, for example a neighbour is contacted or another member of staff visits the child's home;
- The child stays at Pre-school/Playgroup in the care of two fully-vetted workers until the child is safely collected.
- The child does not leave the premises with anyone other than those named on the Admission Form and in the Collection Book.
- Unless they are also a named collector authorised by a parent, a member of staff will never return a child to their home themselves.
- A member of staff will never allow someone who has not been authorised by parents to collect them.
- 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 following procedures:
 - Staff will contact Devon Safeguarding Children Board via the Multi Agency Safeguarding Hub 0345 155 1071 or out of hours 0845 6000 388, where advice will be sought and acted upon.
 - A full written report of the incident will be recorded.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff as detailed in our Billing Policy 0003.

Approved by (signature)	
-------------------------	--

Duchy Preschool & Playgroup, Bradninch			Page 3 of 3	
Document.	016	Non-collection of Children Policy		
Revision	02	Approved By	DRAFT	Approval Date

Responsibility for periodic review	Development Sub-committee
------------------------------------	----------------------------------

Document History

Rev	Changes	Date	Approval
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Revision and review for AGM	15/11/11	AGM
02	Addition of scope statement.		

*Not controlled document when printed
or downloaded!*

Approved by (signature)	
-------------------------	--