

Non Collection of Child Policy

In the event of a child not being collected from Pre-school at the end of a session by their parent/carer, the following action will be taken:-

Collection by Authorised Adult

If you wish for another parent/carer to collect your child then you must complete the 'Permission for Other Adult to Collect Child' form which can be found in the pink folder pinned to the noticeboard. Parents/carers are reminded to give their child's Password to the adult collecting their child for verification purposes. The designated adult must sign the form when collecting the child. Children will only leave Pre-school with an authorised adult. The form must be handed to a member of staff at the beginning of a session. All staff will be informed that the child is to be collected by another adult and the form will be placed in the folder pinned to the notice board. At the end of the session the member of staff on door duty will check the child's Password and have the 'Permission for Other Adult to Collect Child' form ready for the designated adult's signature. The adult collecting will be asked for the child's Password.

Emergency Where a Parent/Carer is Unable to Collect Child

In the event of an emergency resulting in a parent/carer being unable to collect their child, and when the 'Permission for Other Adult to Collect Child' form has not been completed, the parent must inform their designated person of the child's Password. Ideally parents should contact to advise Pre-school before the other adult arrives. The adult must give a member of staff the password and this will be verified before the child is allowed to leave the building.

Restraining Orders / Residency Orders / Custody, etc.

Preschool MUST have a copy of any legal documentation stopping a parent (named on their child's Birth Certificate) from picking up their child.

Late / Non-Collection of Child

Should a child not be collected by the parent/carer, or designated adult, the Manager will endeavour to contact the parents/carers on the telephone number kept in child's record file. If they can't be reached then the child's emergency contacts will be telephoned.

Parents and staff should ensure that contact numbers are up to date at all times.

If after 30 minutes Pre-school cannot raise anyone to collect the child we will contact Social Services – 0300 200 1006, to agree an action plan. Two members of staff will be with the child. Ofsted will be advised after the event of actions taken.