

**Under Fives Roundabout
Non-Collection of Children
Policy and Procedures
Policy No: 1.6.**

Last reviewed: March 2010

To be reviewed by: March 2011

Responsible member of staff: Ludmila Stanley

Responsible member of committee:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3. Keeping safe 1.4. Health and well-being	2.2. Parents as partners	3.4. The wider context	

The non-collection of children policy and procedures

Statement of intent

In the event that a child is not collected by an authorised adult at the end of a Pre-School/Playgroup session, the Pre-School/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.

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

1. Parents of children starting at the Pre-School/Playgroup are asked to provide specific information which is recorded on our Registration Form, including:
 - home address and telephone number of the person (s) who has (have) parental responsibility for the child - 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 Pre-School/Playgroup, for example a childminder or grandparent; and
 - information about any person who does not have legal access to the child.
2. 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.
3. 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/register. We agree with parents how the identification of the person who is to collect their child will be verified.
4. 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 Pre-School/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 in our child protection policy.

5. If a child is not collected at the end of the session, 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 Pre-School/Playgroup - and whose telephone numbers are recorded on the Registration 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 Registration Form and in the Collection Book;
 - under no circumstances should staff leave the premises to look for the parent or take the child home with them.

6. If no-one collects the child after one hour and there is no one who can be contacted to collect the child, we apply the procedures set out in our Child Protection Policy. We contact:
 - Cambridge City Social Care Team No. 0345 045 5203 Office hours 8:45am to 5.20pm Mon to Thurs, 8.45 am to 4.25pm Friday Out of hours 01733 234724It will be the decision of the duty social worker to take charge of the situation and decide what happens next, and whether the police need to be involved in helping to trace the Parent/Guardian of the child.

7. A full written report of the incident is recorded in the child's file; and we will also contact:
 - Ofsted 0300 1231231
 - Early Years at the County Council 01954 273360
 - or our EYFSA Tamsin Bryant 07789032984

8. Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

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