

Chieveley Pre-School

Chieveley Early Years Centre, School Road

Chieveley, West Berkshire RG20 8TY

Tel: 07511 098 720

E-mail info@chieveleypreschool.co.uk

Website www.chieveleypreschool.co.uk

Registered Charity No.1048094. PLA No.15843.



Non-Collection of Children Policy

In the event that a child is not collected by an authorised adult at the end of a session, the pre-school 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.

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.

Methods

- Parents 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 do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative;
 - work telephone number (if applicable);
 - mobile telephone number (if applicable);
 - names and telephone numbers of adults who are authorised by the parents to collect their child from the pre-school, for example a childminder or grandparent;
 - information about any person who does not have legal access to the child; and
 - who has parental responsibility for the child.
 - Password system (see below)
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.
- 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 on our register. We agree with parents a personal password to verify the identity of the person who is to collect their child.
- 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 by an authorised adult and the staff can no longer supervise the child on our premises - we apply our child protection procedures as set out in our Safeguarding and Child Protection policy.
- If a child is not collected at their expected collection time, we follow the following procedures:
 - The Register 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.

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- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the pre-school - and whose telephone numbers are recorded on the Registration Form - are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the Registration Form and in the Register.
- If no-one collects the child after 30 minutes and there is no-one who can be contacted to collect the child, we apply this procedure for uncollected children;

Procedure for Uncollected Children

- We contact our local authority social care services; 01635 503090 or out of hours Children's Services Emergency Duty Team edt@bracknell-forest.gov.uk 01344 786543
- The child stays at pre-school in the care of two fully-vetted workers, one of whom will be our Manager or Deputy Manager, until the child is safely collected either by the parents or by a social worker;
- Social services will aim to find the parent or relative but if they are unable to do so, the child will become "looked after" by the local authority. See Looked After Child policy
- Under no circumstances are staff to go to look for the parent, nor leave the setting premises with the child.
- We ensure that the child is not anxious and we do not discuss our concerns in front of 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 on **0300 123 1231**

This policy was reviewed by the management and committee of Chieveley Pre-School and adopted during 2021-2022

Signed on behalf of Chieveley Pre-School by the chair.

Name (Sign):



Date: 24.11.21.

Name (Print): Jenny Hopps

Date: 24.11.21.