

Non-collection of children from Pre-school

Statement of intent

In the event of a child not being collected at the end of a Pre-school session, Bents Green Pre-school puts into practice agreed procedures. The Pre-school need to ensure that the child is cared for safely by an experienced CRB/DBS checked practitioner who is known to the child. The Pre-school Leader and Designated Safeguarding lead would be the named practitioners who would be the emergency carers. If either should not be at the Setting, another member of staff would be asked to assist.

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 to the child and to the family. 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.

Method

In order to prevent this happening we require parents/carers to complete the Registration documents prior to their child starting at Pre-school. Parents of children starting at the setting 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 close relative or neighbour.
- Place of work, address and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a child minder or a grandparent;

- Information about any person who does not have legal access to the child; and
- Who has parental responsibility for the child

The signing-in book HAS to be completed by every parent/carer when they bring a child to Pre-school.

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 signing-in book, or will supply details to the practitioner at the door.

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 a separate piece of paper and this is given to the Pre-school Administrator or Leader. We agree with parents how to verify the identity of the person who is to collect their child. We now have a book in place to record parent's written permission if their child is going home with a friend and their parent.

Parents are informed that if they are unable to collect their 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 child is not collected from the setting by an authorised adult within an allotted time and the staff can no longer supervise the child in the setting (e.g. if the room is allocated to another group) then we will carry out the following procedure:

- The signing-in book will be checked for any information regarding the child
- If no information is available, attempts will be made to contact parents/carers at home or at work
- If this is unsuccessful, attempts will be made to contact emergency number
- Staff will not allow the child to leave the Pre-school with anyone other than in the signing-in book or Registration information

- 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 for uncollected children
- We contact our local Social Care 24 hour service on 0114 273 4855
- The child will stay at the setting with two fully-vetted members of staff, this would normally be the Leader and the Designated safeguarding lead, until the child is safely collected
- Social care team will attempt to find the parent or relative, if they are unable to do so, the child will be admitted into the care of the Local Authority
- Under no circumstances are 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 under the child's name as confidential information and filed in the filing cabinet in the safeguarding file
- Ofsted must be informed on 0300 123 1231 if it is an incident of an uncollected child where the parent has not notified us
- Sheffield Pre-school Learning Alliance will also be informed.
- The Pre-school will be entitled to charge the parent/carer of the child for the services of the emergency carers

This policy was reviewed at a meeting of the Pre-school held on

Signed on behalf of the group.....

Position.....

Next review date.....