



Procedures in the event of a parent failing to collect a child

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Version Control:

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0.2	Grammer checked	Sarah Allen	8/12/17
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0.4	Yearly review	Melanie Nadin	25/09/19
0.5	Yearly review	Melanie Nadin	18/09/20

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Statement of intent

In the event that an authorized adult at the end of a Preschool session/day does not collect a child, the Preschool puts into practice agreed procedures. These ensure an experienced and qualified practitioner who is known to the child cares for the child safely.

Aim

In the event that an authorized adult does not collect a child, 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 Preschool are asked to provide specific information which is recorded on our registration form, including
 - Names, telephone numbers of adults who are authorized by the parents to collect their child from Preschool in contact order, for example a child minder or grandparent.
 - Names and addresses of parents/carers whom have parental responsibility, and written confirmation that they are permitted to collect the child should the need arise.
2. On occasions when parents are aware that they will not be home or in their usual place of work, they will notify the member of staff on the gate of how they can be contacted that day.
3. On occasions when parents or the persons normally authorized to collect the child are not able to collect the child, the name of the person who will be collecting their child will be recorded on our register for that day. We agree with parents how the identification of the person who is collecting their child will be verified, and will supply a password so that we can ensure that the person collecting the child is indeed the person who has been given authorization to do so.
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.
5. We are not legally allowed to hand children over to minors (under age of 16) at the end of a session.

If a child is not collected at the end of a session we follow these procedures:

- The register is checked for any information about changes to the normal collection routine
- If this is unsuccessful, the adults who are authorized by the parents to collect their child from Preschool- and whose telephone numbers are recorded on the registration form- are contacted
- The child stays at the Preschool in care of two practitioners who hold current disclosures and does not leave the premises with anyone other than those named on the registration form or register.
- If no-one collects the child within 45minutes of closing our child protection procedures will be applied -**FIRST RESPONSE** will be contacted: **0800 1313126**
- The child stays in the care of two members of staff until the child is safely collected by the parents/carer or a social worker.
- Under no circumstances are staff to go to look for a parent, nor do they take the child home with them.
- **We reserve the right to charge parents for the additional hours worked by our staff.**

Date for review sept 2021 unless new legislation comes in to effect