



Collection of Children Policy

We will do all in our power to look after and supervise children whilst in our care. **It is, however, essential that children be collected promptly after each session as the building is used by another group.**

Uncollected child

In the event that a child is not collected by an authorised adult at the end of a session, we put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. The child will receive a high standard of care in order to cause as little distress as possible.

Procedures

- Parents of children starting at the setting are asked to provide the following specific information, which is recorded on our Registration Form:
 - 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.
 - Telephone number for place of work (if applicable).
 - Mobile telephone number (if applicable).
 - Names and telephone numbers of alternative adults who are authorised by the parents to collect their child from the setting, for example a childminder, relative or friend.
 - Who has parental responsibility for the child.
- On occasions when parents are aware that they will not be at home or their usual place of work, they must inform us 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 must provide us with the name and telephone number of the person who will be collecting their child.
- If due to an unforeseen circumstance, parents are not able to collect their child as planned, they must inform us as soon as possible so that we can begin to take back-up measures. We provide parents with our contact telephone number.
- If a child is not collected at the end of the session and notification has not been received from the parents, we follow the procedures below:
 - Every effort is made to contact the child's parents/carers.
 - If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting – 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 or the Signing In book.
 - If after 15 minutes, no contact has been made with the parents and we have been unable to contact any other nominated carers, the Police or Social Services will be contacted for their advice and to establish the next step. The child's welfare and safety will remain paramount at all times.
 - The child stays at the setting in the care of two fully qualified and vetted

- members of staff until the child is safely collected either by the parents, nominated adult or by a social care worker.
- Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances will staff go to look for the parent, nor do they take the child home with 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.

Useful contact numbers:

Social Care and Health (Ferndown) 01202 222229

Multi Agency Safeguarding Hub (MASH) for new referrals or concerns 01202 228866

Dorset Police (non emergency) 01202 222222

Early Years and Childcare Services advice line 01305 228425

Updating information on the registration form

It is essential that important information on the Registration Form be kept up to date.

Parents must inform the organisation in writing immediately of any important changes to:-

- domestic arrangements which could affect collection of the child e.g. a court order in respect of the residence of the child or who the child is or is not able to have contact with.
- parental responsibility agreement
- home, work or mobile telephone numbers
- changes to contact information for any other nominated person.

All staff understand their responsibilities under the General Data protection Regulations and the circumstances under which they may store, process and share information about you and your child with other agencies. Please see our Privacy Notice.

This policy was adopted at a meeting of Trustees on

and was checked and re-affirmed on

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)