



The Non & Late Collection of Children Policy

Statement of Intent

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

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 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'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, 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 on our Collection sheet.
3. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, we will need to be informed and the person collecting will need to give us the child's collection password before they will be released.
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 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 safeguarding children and child protection policy.
5. If a child is not collected at the end of the session/day, 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 - 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 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.
- If no-one collects the child and the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our Safeguarding children Policy. We contact our local authority social services department (telephone number 020 8770 5000) and inform Ofsted (telephone number 0845 404040) and our local Pre-School Learning Alliance office/Pre-School Development Worker, a full written report of the incident is recorded; and
- depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Fees

A charge of £12 for each 15 minutes late will be made if we have not had any notice of a late collection or a parent is late on more than one occasion. To cover costs of extra rent and 2 staff wages or if it is a 12.10pm collection then the child will be booked in for lunch at a charge of £5 for the hour.

To be reviewed annually by all members of staff.

Date to be reviewed.....3/2/18

