

The Non-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 nursery day, the Nursery 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 nursery are asked to provide specific information which is recorded on our Registration Form, including:
 - home address and telephone number
 - place of work, address and telephone number
 - mobile telephone number
 - name, address and telephone number of guardian
 - list of people permitted to collect and a password
 - information about any person who does not have legal access to the child.
2. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they must inform a member of staff as to who will be collecting their child.
3. Parents are informed that if they are not able 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 nursery by an authorised adult and the staff can no longer supervise the child in our premises - we apply our child protection procedures as set in our child protection policy.
4. If a child is not collected at the end of the day we follow the following procedures:
 - the diary is checked for any information about changes to the normal collection routines;
 - if no information found, parents/carers are contacted at home or at work;
 - if this is unsuccessful, the adults who are authorised by the parents to collect their daughter from nursery - and whose telephone numbers are recorded on the Registration Form - are contacted;
 - all reasonable attempts are made to contact the parents/carers;
 - if the child has not been collected by 6.00 a nursery member of staff will go with them to the boarding house and will wait there until they are collected
 - the child does not leave the premises with anyone other than those named on the Registration Form

- if no one collects the child or staff are no longer available to care for the child, we apply the procedures set out in our Child Protection Policy. We contact our local authority social services department and inform Ofsted
- 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 the staff.

Related policies and documents

This policy should be read in conjunction with the following policies and documents:

Employee Handbook
Staff Handbook
Code of Conduct for Employees
Health Safety Handbook
Boarding Staff Handbook
National Minimum Standards for Boarding Schools
ISI Handbook for the Inspection of Schools, Regulatory Requirements
Teachers' Standards
Departmental Handbook
Keeping Children Safe in Education
Safeguarding Policy
Nursery Policies
Complaints Policy (Parents)
Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: May 2019