

## TAVISTOCK PRESCHOOL GROUP

BROADACRES, FLEET.  
HAMPSHIRE GU51 4EB  
TEL: 01252 616902  
REGISTERED CHARITY NUMBER 1050163  
[www.tavistock-preschool.co.uk](http://www.tavistock-preschool.co.uk)  
MANAGER - PAULA PHILLIPS. (BA. EYPS.)

# Non-Collection of Children Policy

## Statement of intent

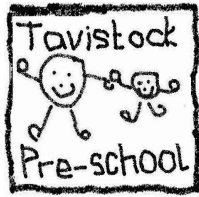
In the event that a child is not collected by an authorised **and responsible adult (at the discretion of the Manager/Deputy Manager)** at the end of a session/day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner 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.

## Method

- Parents of children starting at the setting 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 or close relative
  - place of work, address and telephone number (if applicable)
  - mobile telephone number (if applicable)
  - names, addresses, telephone numbers and signatures of adults who we are authorised to call in event of an emergency **or non-collection incident**, for example a childminder or grandparent
  - information about any person who does not have legal access to the child
  - who has parental responsibility for the child
- On occasions when parents are aware that they will not be at home or in their usual place of work, they can record a temporary alternative number for that day in our diary in the office.
- On occasions when the main carer (for the purpose of collection we have named this as the mother unless circumstances prevent this) is not able to collect the child. The person collecting must provide us with **the latest** password which has been logged with us by the mother. **The mother can change the password with us as often as she feels necessary to ensure the safety of her child.**
- Parents are **advised** 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 setting by an authorised adult and the staff can no longer supervise the child on our premises - we apply our child protection procedures as set out in our child protection policy.
- If a child is not collected at the end of the session/day, we follow **these** procedures:
  - Parents/carers are contacted at home/mobile or at work.
  - If this is unsuccessful, staff will attempt to ring the adults who are named as emergency contacts **An adult on the emergency contacts list or named as a parent with legal responsibility may collect the child without the password at the discretion of the Manager/Deputy Manager. Although we advise parents that it is best safe practice for these contacts to know the latest password for their child.**
  - All reasonable attempts are made to contact the parents or nominated carers.



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- The child does not leave the premises with anyone other than an adult who gives us the password **or a named adult from the emergency contacts on the registration form.**
- 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 authority social care department.
- The child stays at the setting in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social care worker.
- Social care workers will aim 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 in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed (telephone number 08456 404040).
- Our local Pre-school Learning Alliance office/Pre-school Development Worker – **Laura Woodcock is advised of the situation.**

This Policy has been agreed by all Tavistock Pre-School Committee members:

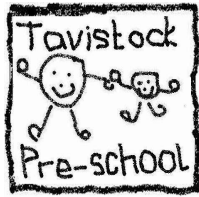
Signed by Manager of Pre-School:

Signed on behalf of the Management Committee:

Role of Signatory:

This Policy was reviewed/reprinted on: 30/1/10





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