

# Naunton Park Pre-School Playgroup



## 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 playgroup session, Playgroup puts into practice agreed procedures. These ensure the child is cared for safely by experienced and qualified practitioners who are 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 playgroup 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;
  - mobile telephone number (if applicable);
  - place of work, address and telephone number (if applicable);
  - names, addresses, telephone numbers 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.
  - Who has parental responsibility for 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 in our Collection Book.
3. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name and telephone number of the person who will be collecting their child in our Collection Book. We agree with parents how the identification of the person who is to collect their child will be verified.
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 playgroup 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 child protection policy by contacting the Gloucestershire CYP Social Care Department.
5. If a child is not collected at the end of the session, 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 playgroup - 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;
- the child stays at playgroup 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 Child Protection Policy. We will log a child welfare concern with the

**During office hours – Safeguarding Children Service – Tel: 01452 426565**

**Out of Hours – Police Control Room – Tel: 101**

- Make a referral to the Children and Families Helpdesk on **01452 426565**. Once the referral is accepted, this instigates an Initial Assessment of the situation.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements, which affect the well being of children.
- The child stays at the setting in the care of two fully-vetted members of staff until the child is collected either by the parents or by a social worker.
- Social services 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 do they take the child home with them.
- 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.

This policy was adopted at a meeting of Naunton Park Pre-School Playgroup

Held on .....

Signed on behalf of the playgroup.....

To be reviewed	Reviewed by	Office	Signature	Date