



Approved by Headteacher	October 2022
Review	Autumn 2023

Nursery Non-collection of children policy

Policy Statement

In the event that a child is not collected by an authorised adult 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.

Procedures

- 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 at least two other adults who are authorised by the parents to collect their child from the setting, 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, please inform a staff member when dropping the child off.
- We agree with parents how to verify the identity of the person who is to collect their child if parents are unable to collect their child themselves.
- 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 and contact additional adults on the child's registration form.
- If a child is not collected at the end of the session/day, we follow the following procedures:
 - 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 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.
- 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 Shropshire Initial Contact Team (telephone number) **03456 789021**
- The child stays at the setting in the care of Nursery or School staff 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 0845 40 40 40).