



First Step Pre School Ltd

Registered Office
Christ the King School
Easton Hill Road Thornbury
South Glos. BS35 1AX
Tel. 01454 858580



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 pre-school session, First Step Pre-school Limited puts into practice agreed procedures.

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/carers of children starting at the Pre-school are asked to provide specific information which is recorded on our Information Form, including:
 - home address and telephone number - if the parents/carers do not have a telephone, an alternative number must be given, perhaps a neighbour's;
 - work telephone number (if applicable);
 - mobile telephone number (if applicable);
 - names and telephone numbers of adults who are authorised by the parents/carers to collect their child from pre-school, for example a childminder or grandparent;
 - password - we operate a password procedure and will ask adults who do not regularly collect a child to confirm this;
 - information about any person who does not have legal access to the child.

PLEASE ADVISE THE PRE SCHOOL OF ANY CHANGE OF INFORMATION IMMEDIATELY

2. On occasions when parents/carers are aware that they will not be at home or in their usual place of work, they should inform us how they can be contacted.
3. We provide parents/carers with our contact telephone number for the occasions when parents/carers or the persons normally authorised to collect the child are not able to collect the child. They should inform the Pre-school of the name and telephone number of the person who will be collecting their child. The parents/carers should inform the person collecting the child of the password.



Quality Assurance Scheme

Registered Charity No. 1022996



SureStart

The Non-collection of Children Policy

4. 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 will contact the Childrens' Assessment Team.
5. Times of all late collections will be noted in the register.
6. If a child is not collected at the end of the session, we use the following procedures:
 - 1 The white board is checked for any information about changes to the normal collection routines.
 - 2 If no information is available, parents/carers are contacted at home or at work.
 - 3 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 Information Form are contacted.
 - 4 The child stays at Pre-school in the care of two fully-vetted Pre-school members until the child is safely collected and will never be left alone with a single adult. At no time will a member of staff take a child home or leave a child alone in the building.
 - 5 If no one can be contacted to collect the child and the premises are closing or staff are no longer available to care for the child, we contact our local authority Childrens' Assessment Team and inform Ofsted.
 - 6 A full written report of the incident is recorded.
 - 7 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 the Committee of First Step Pre-school Limited

Held on (date)

Signed on behalf of First Step Pre-school Limited