

## Moulton Pre-School – Non-Collection of Children Procedure

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## Non Collection of Children Procedure

***Moulton Pre-school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.***

### **Policy Statement**

In the event that a child is not collected by an authorised adult at the end of a pre-school session, Moulton Pre-School 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. The child will receive a high standard of care in order to cause as little distress as possible.

We inform parents/cares of our procedures so that, if they are unavoidably delayed they will be reassured that their child will be properly cared for.

### **Procedures**

- Parents of children starting at the pre-school are asked to provide specific information on the registration/medical/admission forms. They include:-
  - Home address and telephone number
  - Place of work, address and telephone number
  - Mobile telephone number if applicable
  - Names address, and telephone numbers of adults who are authorised by the parents to collect their child
  - Who has parental responsibility for the child.
  - Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be contactable in the usual way they record how they can be contacted in the Message Book.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, the parents are to record the name in the message book, of the person who will be collecting their child and if this person is unknown to the pre-school staff then a password system will be set up.
- Parents are informed, that if they are not able to collect their child as planned they must inform us so we can take the appropriate action. We provide parents with our contact telephone number. We also inform parents that in the event that their child is not collected from pre-school by an authorised adult and the staff can no longer supervise the child in our premises, we will contact police/social care services for advice.
- If a parent does not appear to collect their child at the end of the session as arranged, and no telephone message has been received to warn the staff of a late collection.
- The message book is checked for any information about changes to the normal collection routine.
- Parents/carers are contacted at home, at work or on their mobile.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from pre-school 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 or in their file.
- If all the above is unsuccessful then we will contact the police/social care services for advice.

While a member of staff is carrying out the above,

**The pre-school staff will not:-**

- Allow any other parent to take the child even though they may offer to help.
- Allow the child to leave the premises unattended.
- Encourage the child to dress ready to go and stand at the door.
- Take the child home in their own transport.

**The pre-school will:-**

- Allocate a member of staff to sit with the child, reassure them and redirect their attention towards an activity,
- Rest of staff/parent helper to pack away equipment.