

## Little Frogs Pre-School

### Late & Non- collection of children policy

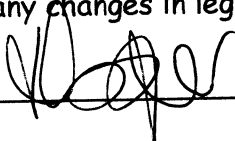
#### Statement of Intent

In the event that a child is not collected by an authorised adult at the end of a session/day, Little Frogs Pre School puts into practice agreed procedures. These ensure the child is cared for safety by an experienced practitioner who is known to the child.

#### Aim

In the event that a child is not collected by an authorised adult at the end of a session/day, we will ensure that the child receives a high standard of care in order to causes 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.

This Policy and the provision's practices will be reviewed periodically and kept up to date in accordance with any changes in legislation.

Policy Approved By:  Date: 4/3/15.

(On Behalf of the Management Committee of Little Frogs Pre-School)

## Procedures Methods

- 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, and telephone numbers of 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; and
  - 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 record how they can be contacted in our Collection Book. 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 to verify the identity of the person who is to collect their child.
- 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: 01805 622747. 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/safeguarding policy.
- If a child is not collected at the end of the session/day, 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 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 and / or in the Collections Book.
  - 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 MASH telephone number: 0345 155 1071  
email: [mashsecure@devon.gcsx.gov.uk](mailto:mashsecure@devon.gcsx.gov.uk) Numbers checked 25.02.2015

- The child stays at setting in the care of two fully-vetted workers until the child is safely 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 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.
- A late fee will be charged for parents who are consistently late picking up their children A fee of £2.50 will be charged after 5 minutes of being late.
- Ofsted may be informed telephone no.0300 123 1231 Number Checked 25.02.15  
[www.ofsted.gov.uk/parents](http://www.ofsted.gov.uk/parents)
- Our Pre-school Learning Alliance Office telephone number is 01392 435464