

# **The Collection and Non-Collection of Children Policy**

## **Statement of intent**

It is always in the best interest of the child, if parents/carers arrive before the end of the session. However the pre-school recognises that occasionally a parent/carer will be unavoidably late to collect a child. In the event that a child is not collected by an authorised adult at the end of a preschool session, we put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified member of staff who is known to the child.

## **Aim:**

We (The Management) ensure that each child leaves the premises with an authorised adult. 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 for collection of children:**

1. At the end of each session a member of staff will bring each child out to meet their parent/carer at the gate.
2. No child will allowed to leave with anyone that is not listed by the parents on the registration form unless separate verbal or written parental permission has been given.
3. No child will be handed over to anyone under the age of sixteen, except in the event of a minor having parental responsibility for a child. If the leader is in any doubt to the person's age, identification will be sought.
4. The member of staff at the gate will ensure that no child leaves unaccompanied.
5. Any individual collecting a child, who is unknown to staff, will be asked to provide identification in the form of a driving licence, bank cards, etc or asked to quote the relevant child's password if the parents/carers have previously supplied us with information of this sort.
6. Any person collecting a child that appears to be intoxicated or under the influence of drugs or alcohol will be refused permission to remove the child from setting and the parents will be contacted. In the event of a parent attempting to collect in this condition, the same procedure will apply, removal of the child from setting will be refused and contact will be made with the other parent, if applicable, or the emergency contacts listed for the child.

## **Procedures for non-collection of children:**

Parents/carers of children starting at the pre-school are asked to provide specific information which is recorded on our Registration Form, including:

1. Home address and telephone number
2. Address and telephone number of estranged parents
3. Place of work, address and telephone number (if applicable)
4. Mobile telephone number (if applicable)
5. Names, addresses, and telephone numbers of adults who are authorised by the parents to collect their child from preschool, for example a childminder or grandparent
6. Information regarding any person who does not have legal access to the child

On occasions when parents are aware that they will not be at home or in their usual place of work, we ask that they inform us in writing how they can be contacted.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, we ask that they inform us of the name and relationship to the child, of the person who will be collecting their child. If we are in doubt as to the identity of someone collecting a child we will telephone the parents to seek confirmation.

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 preschool 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.

**If a child is not collected at the end of the session, the following procedure applies:**

1. Children must be collected on time from all sessions as all members of staff except the Supervisor in charge finish at this time. From a legal point of view the Supervisor **cannot** be left in sole charge of any child that has not been collected therefore when a child is not collected on time it results in a staff member having to stay later than their finishing time.
2. Late collection may result in a penalty charge being made.
3. We check for any information about changes to the normal collection routines
4. If no information is available, parents/carers are contacted at home or at work
5. 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 Registration Form, are contacted
6. All reasonable attempts are made to contact the parents/carers, for example a neighbour may be contacted or another member of staff may visit the child's home
7. The child stays at pre-school in the care of two fully-vetted workers, for a reasonable amount of time or until the child is safely collected
8. The child does not leave the premises with anyone other than those named on the Registration Form unless another person is authorised to collect by verbal parental permission
9. 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 Safeguarding Policy

10. We contact our local authority children's services department (telephone number 0300 555 1384) and inform Ofsted (telephone number 0300 123 1231).
11. A full written report of the incident must be recorded.

Version	Changes made	Author	Date
1.0	Baseline version	Lyn D	12 <sup>th</sup> Oct 2015
1.1	Procedures for Collection 5) change of wording to include reference to 'password'  Procedures for Non-collection 2) Additional statement regarding estranged parents  Telephone numbers for Social services and Ofsted updated	Lyn D	19 <sup>th</sup> Nov 2015
1.1	Reviewed, no changes made	Lyn D	06 <sup>th</sup> Nov 2016
1.2	Procedure for collection of children: 3) age lowered to fourteen from eighteen	Lyn D	30 <sup>th</sup> Nov 2016
1.3	Procedure for collection of children: 3) age raised from fourteen to sixteen 6) additional statement added relating to unsuitable persons attempting to collect	Lyn D	11 <sup>th</sup> April 2018
1.3	Reviewed, no changes made	Lyn	20 <sup>th</sup> June 2019
1.4	Exit point changed from 'door' to 'gate'.	Lyn	12 <sup>th</sup> Feb 2022
1.4	Reviewed, no changes made	Lyn	2 <sup>nd</sup> Nov 2023
1.4	Reviewed, no changes made	Lyn	13 <sup>th</sup> Feb 2025*/