

038 The Non-Collection of Children Policy

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 of children starting at Grindleford and Eyam Playgroup 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's.
 - Mobile telephone number (if applicable).
 - Names, addresses, and telephone numbers of adults who are authorised by the parents to collect their child from pre-school, for example a childminder or grandparent.
 - Password to be used by adults when collecting their child from pre-school.
 - Information about any person who does not have legal access to the child.
2. 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 daily register.
3. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child:
 - a. They record the name, address and telephone number of the person who will be collecting their child in our daily register.
 - b. We agree with parents how the identification of the person who is to collect their child is to be verified, for example by using the agreed password, ideally we would have met the person previously.
 - c. We ask that the person collecting is a responsible adult (over 18) and is known to the child.
 - d. If there is any cause for concern or clarification, the parent will be contacted before the child is released to anyone's care.
4. 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 appropriate action. We provide parents with our contact telephone number.
5. If a parent has not informed us that someone else is collecting, we will not allow the child to leave without first checking with the parent.
6. If a child is not collected at the end of the session, we follow the following procedures:
 - The daily register and registration form 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 Grindleford and Eyam Playgroup – 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 in the daily register.
 - If no-one collects the child after 30 minutes and there is no named contact who can be contacted we apply the procedures set out in our Safeguarding Children Policy.
 - If we have cause to believe the child has been abandoned we will contact Starting Point - telephone number 01629 533190 (for children living in Sheffield we will contact the Sheffield

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Safeguarding Hub on 0114 273 4855). We will be led by the local team and contact the police if advised.

- After an additional 15 minutes if the child has not been collected, we will contact the above agencies again.
- The child stays at the pre-school in the care of two fully vetted workers one of whom will be the Supervisor or Deputy Supervisor until the child is safely collected either by the parents or by a social care worker (or by another person specified by social care).
- Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances will we go to look for the parent, nor leave the setting premises with the child.
- We ensure that the child is not anxious and we do not discuss our concerns in front of them.
- A full written report of the incident is recorded in the child's file.
- Depending on the circumstances we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed.

This policy should be read in conjunction with:

034 GEP Child protection and safeguarding policy

This procedure was adopted at a meeting of Grindleford and Eyam Playgroup.

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory:

Role of signatory: