



## 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 school day, the setting 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.

### **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.

If a child remains uncollected at the end of a session, all efforts will be made to contact the parents/carers to agree on how quickly they can come and collect their child. Arrangements may also need to be made for someone else to collect their child and it is important that a password be given to this person at this time.

In the event of failing to contact the parents/carers we will:

- Aim to reassure the child and nominate a member of staff, preferably senior management staff, to carry out the following procedures whilst one other member of staff will stay with the child
- Telephone all emergency contacts for the child
- Telephone siblings (if any) school
- If this fails, telephone Social Services for advice/collection of the child and inform Ofsted.
- A full written report of the incident is recorded; and
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

We will endeavour to provide constant reassurance to the child and carry out the above procedure without the child becoming worried or aware of the situation.

The persons responsible for the implementation of this policy are all staff.

June 2009 PB

Signed \_\_\_\_\_ Date \_\_\_\_\_

Review \_\_\_\_\_