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| Title | Non-collection or unfit collection of children policy |
| Code | LPGCWSCNCC |
| Author | Vanessa Webb/PLA 2008 |
| Version | 001 |
| To be renewed on | Sept 2010 |
| Setting Details | Linton Granta Playgroup and Toddlers Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: info@lintongrantaplaygroup.org.uk |

Policy Statement

In the event that a child is not collected by an authorised adult at the end of a session, 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. 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.

The following procedure will also be put into place at the setting if the practitioners deem that the authorised adult collecting the child is unfit to do so.

Procedures

Parents of children starting at the 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 or close relative;
- place of work, address and telephone number (if applicable);
- mobile telephone number (if applicable);
- names, addresses, 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 or any person you do not wish your child to have contact with
- 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 should advise staff in advance in writing.
- On occasions when parents or the persons normally authorised to collect the child are not able to do so, they record the name, address and telephone number of the person who will be collecting their child on our Collection Form. We agree with parents how to verify the identity of the person who is to collect their child. This will be done using a password system. Parents will be asked to record a password on their registration form. Once this has been used the password will be changed.

- 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 the setting by an authorised adult the following procedure will come into force:

Stage 1 - Late Collection:

- If a child is not collected at the end of the session after 10 minutes:
 - The Collection Forms are 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 in the order specified on the registration form.
 - 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 or on the Collection form using the password system.

Stage 2 - Non-collection

- If no-one collects the child after 30 minutes 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 social services department telephone number: 08450455203.
- The child stays at the setting in the care of two CRB cleared members of staff, one of whom must be the setting leader or deputy, 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. This is to be completed on an incident form by the setting 's leader.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff to cover expenses.
- Ofsted may be informed on: 08456404040
- We will also notify our insurance company Morton Michel 0845 2570 900
- Our Local pre-school Learning Alliance office/Preschool Development worker may also be informed.

Unfit Collection

We reserve the right to refuse to release a child to persons we believe are unfit e.g. clearly under the influence of alcohol or other substances, or to persons under the age of 18 (the exception to this being when parents are under the age of 18). If this instance occurs we consult the registration/collection forms to contact an alternative parent or carer or instigate the non collection of children procedure.

Other useful Pre-school Learning Alliance publications:

- Child Protection Record (2007)

| This policy was adopted at a meeting of Linton Granta Playgroup | | |
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| Held on | 2 nd July 2009 | |
| Date to be reviewed | Sept 2010 | |
| | First signatory | Second Signatory |
| Signed on behalf of the Management committee | | |
| Name of signatory | Ann King | Vanessa Webb |
| Role of signatory | Chair | Secretary |