

Squirrels Pre-School Rugby Ltd

c/o Paddox Primary School

Fareham Avenue

Rugby

Warwickshire

CV22 5HS

01788 576167

www.squirrelspreschool.webeden.co.uk

**Non Collection of Children Policy**

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| --- | --- | --- | --- |
| **A Unique Child** | **Positive**  **Relationships** | **Enabling**  **Environments** | **Learning and**  **Development** |
| **Keep children safe** | **Sense of belonging** | **Value all people** | **Personal & Social** |

**Statement of intent**

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

**Methods**

* Parents of children starting at Squirrels are asked to provide specific information which is recorded on our registration form:
* Home address and telephone numbers. 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).
* Security password.
* Names, addresses, and contact details of adults who are authorised by the parents to collect their child from Squirrels, for example a childminder or grandparent
* Information about any person; who does have legal access to the child; who has parental responsibility for the child.
* 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 the Collection Book, and use the nominated password.

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**Methods**

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. We also inform parents that, in the event that their children are not collected from Squirrels by an authorised adult and, that staff can no longer supervise the child on 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, we follow the following procedures:**

* The register and Collection Book 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.
* 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 in the register.
* 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 Social Services Department (telephone number 01926 410410).
* The child stays at Squirrels in the care of 2 members of staff 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.

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**If a child is not collected at the end of the session, we follow the following procedures (cont)**

* Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff. A late fee of £5 for each 10 minutes is charged for late collection.
* Ofsted may be informed (telephone number 0300 1231231).

This policy was adopted at a meeting of Squirrels Pre-School Rugby Ltd held

on…………………………………………………………………………………………………………………….

Signed on behalf of the Board of Directors…………………………………………………………..

January, 2022

Date of policy review ………………….………………………………………………………….............

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