



STARFISH NURSERY

THE 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 Starfish Nursery session/day, the nursery puts into practice agreed procedures. These ensure the child is cared for safely by experienced and qualified practitioners preferably 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 child will be properly cared for;

Methods

In order to fulfil this aim:

1. Parents/carers of children starting at the Starfish Nursery are asked to provide specific Information which is recorded on our registration form, including:
 - Home address and telephone number – if parents/carers do not have a telephone, an alternative number must be given, perhaps a neighbour's;
 - Mobile telephone numbers (if applicable);
Names, address, telephone numbers and signatures of adults who are authorised by the parents to collect their child from Starfish Nursery, for example a childminder or Grandparent;
 - Information about any person who does not have legal access to the child.
 - Who has parental responsibility for the child?
2. On occasions when parents/carers or the persons normally authorised to collect the child are not able to collect the child, they record the name of the person who will be collecting their child on the daily communications sheet on the table at registration. We agree with parents/carers how the identification of the person who is to collect their child will be verified.
3. Parents/carers 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/carers with our contact telephone number.
 - We also inform parents/carers that in the event that their children are not collected from the nursery by an authorised adult and the staff can no longer supervise the child

in our premises, we apply our child protection procedures, which are set out in our Child Protection Policy.

4. If a child is not collected at the end of the session, we follow the following procedures:

- The collection 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/carers to collect their child from Starfish Nursery and whose telephone numbers are recorded on the registration form are contacted;
- All reasonable attempts are made to contact the parents/carers, for example a neighbour is contacted or another family member.
- The child stays at Nursery in the care of two fully-vetted workers until the child is safely collected;
- The child does not leave the premises with anyone other than those named on the registration form and on the collection form;

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 Child Protection Policy. We contact our local authority social services department (Telephone number: 01202 735046) and inform Ofsted (telephone number: 08456 404040) and our local Pre-school Learning Alliance office/Pre-school Development worker (Telephone No. 01202 893582.)

A full written report of the incident is recorded; and depending on circumstances, we reserve the right to charge parents/carers for the additional hours worked by our staff.

This policy was adopted for Starfish Nursery.

Name: Mrs Angela Malanczuk

Position: Manager

Signature:

Date: