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**BRAMBLES CHILDCARE CIO**

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| **POLICY TITLE:** | **NON-COLLECTION OF CHILDREN**  |

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| **POLICY REFERENCE:** | **BRAM22** |
| **Issue Number:** | **03** |

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| **2020-2021** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2021-2022** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2022-2023** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

Policy to be reviewed and signed annually (see above). Policy to be re-issued 3 yearly or when changes are required. Whichever occurs first.

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| **Issue Date:** | **OCT 2020** |
| **Review Date:** | **OCT 2023** |

**Statement of intent**

In the event that a child is not collected by an authorised adult at the end of a session, Brambles Childcare CIO 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 Brambles Childcare CIO 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 and 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; and
* 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 record how they can be contacted in our Collection Book.
* On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child in our Collection Book. 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 setting by an authorised adult and the staff can no longer supervise the child on our premises - we apply our child protection procedures, as set out below.
* The 'collection book' / Diary is always held by the member of staff on the door at Brambles, at drop off time, and they must be told of any relevant information.
* If a child is not collected at the end of the session, we follow the following procedures:
* The Collection Book 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 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 Collection Book.
* 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 care department (telephone number (0345 0455203).
* The child stays at Brambles Childcare CIO in the care of two fully vetted workers 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.
* Depending on circumstances, we reserve the right to charge parents for the additional time worked by our staff.
* Ofsted may be informed (telephone number 0300 123 1231).
* Our local Pre-school Learning Alliance office/Pre-school Development Worker (telephone number 01954 232327) may also be informed.

**version History**

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| Issue No | Significant changes from previous version | Author | Date |
| *03* | *Adopted on to new template*  | *R Russell* | *05/10/2020* |
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