

## Late or Non-Collection of a Child Policy and Procedure



### Statement of intent

If a child is not collected by an authorised adult at the end of a nursery session/day, the nursery 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

If 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.

### Method

1. Parents of children starting at the nursery 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
  - names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from nursery e.g. 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
2. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they notify the nursery and a password system is adopted.
3. 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. If a child is not collected from nursery by an authorised adult and the staff can no longer supervise the child in our premises - we apply our child protection procedures as set out in our child protection policy.
4. If a child is not collected at the end of the session/day, we follow the following procedures:
  - Parents/carers are contacted, if this is unsuccessful, the adults who are authorised by the parents to collect their child from nursery - and whose telephone numbers are recorded on the Registration Form - are contacted
  - all reasonable attempts are made to contact the parents/carers, or nominated carers

- the child does not leave the premises with anyone other than those named on the Registration Form
- 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.

**Uncollected Children:**

- We contact our local police station who will contact Social Services (telephone number 101).
- the child stays at the nursery in the care of two fully vetted staff members 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 is the staff allowed to go and look for the parent, nor do they take the child home with them.

This policy is reviewed at least annually and was last reviewed in October 2022 by Kayleigh Wadsworth