

## **Non-Collection of Child Policy**

When a child registers with the nursery the following information is collected via parents completing the registration form:

Home address and telephone number (if the parents do not have a telephone no. an alternative number must be given either that of a neighbour or close relative).

Parents place of work, address and telephone number.

The mobile number of both parents.

Names, addresses, telephone numbers and signatures of adults who are authorised by parents/carers to collect their child from the setting.

There is also a password system in place – where the ‘main’ collector is given a password to use in case of having to send someone else to collect.

Parents and carers will be asked to sign to confirm that they will be at home or at their usual place of work during the setting’s opening hours – and that if this is not the case on a particular day then to inform staff of alternative details.

Although a password system is in place the main carer must still inform the nursery before the time of collection – if someone else is collecting their child – so that nursery staff are aware of this – the individual responsible for collecting on an odd day will be asked the password but staff will hold other information about this person – e.g colour of the car that they drive etc.

Upon registering their child an induction pack is given to parents this will include the following:

- A copy of the registration form (with nursery terms and conditions)
- A business card for the nursery with instructions on it to say “**Please Add Me to Your Mobile Phone List**”
- A copy of procedures for collection of children
  
- A personalised card with the allocated password

If a child is not collected at the end of a session the main carer will be contacted by the key worker – A message will be left if contact cannot be established. Following this the other named persons to collect the child will be contacted – again in case of non-response messages will be left.

If there is no reply to messages – 2 members of staff will wait with the child for half an hour – after which all the contact numbers will be tried again.

After having waited an hour the Local Authority Social Services Department Contact Centre 08456009009 – push option 1) and the out of hours Office number (Emergency Duty Team 01483 517898) will be contacted.

Two members of staff will be present at all times with the child until the child is collected safely either by a parent/carer or a social worker. A full written report of the incident will need to be recorded and filed. Ofsted will be informed if Social Services (or the police) are contacted.

Parents will be charged for the additional hours worked by staff – there will be a charge of £5.00 for the first 15 minutes and then a charge of 50p for every 5 minutes (after the first 15 minutes).

This Policy has been read and understood by:

Signed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated:

Policy to be reviewed: 04.03.09

