



KINDERGARTEN NON-COLLECTION OF CHILDREN POLICY

INTRODUCTION

The Kindergarten has the welfare of the children as a first priority and has an agreed procedure should any child not be collected at the end of a session. These ensure the child is cared for safely by an experienced and qualified teacher who is known by the child.

AIM

In the event that the 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.

PROCEDURE

Parents of children that start at the setting are asked to provide specific information which is recorded on our Emergency Pupil Information Form (EPIF) and/or 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 phone number
- Names and phone numbers and signatures of adults who are authorised by parents to collect their child from the Kindergarten, for example a nanny or a grandparent

On occasions when parents are aware that they will not be at home or in their usual place of work, they should record how they can be contacted in the Pupil Planner.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they should record the name and telephone number of the person who will be collecting in the Pupil Planner.

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 details in the Pupil Planner.

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

- The Pupil Planner is checked for any information about changes to the norm
- If no information is available, parents/carers are contacted at home or at work
- If this unsuccessful, the emergency contacts on the EPIF are contacted
- All reasonable attempts are made to contact the parents/carers
- The child does not leave the premises with anyone other than those named on the Essential Pupil Information Form (EPIF) or in the Pupil Planner.

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:

- The local authority social services department are contacted on 020 7741 7688 (advice), 020 7641 7560 (concern) or 020 7641 6000 (out of office hours)
- The child stays at the Kindergarten in the care of two fully-vetted workers until the child is safely collected either by the parents or by the 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 care of the local authority
- Under no circumstances should staff 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
- OFSTED may be informed

See also: [Safeguarding Children Policy](#)

This policy will be reviewed annually			
Latest Review: June 2019	By:	Kathy Ballantine, Kindergarten Head	Changes made
Next Review: June 2020	By:	Kindergarten Head	