



## **NON-COLLECTION OF CHILDREN POLICY**

This policy will be reviewed annually or in response to changes in legislation		
Last Review	September 2023	Kindergarten Head
Approved	September 2023	Kindergarten Head

This policy should be read in conjunction with the Thomas's Kindergarten Safeguarding and Child Protection 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.

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, 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, identity photographs and signatures of adults who are authorised by parents to collect their child from the Kindergarten, for example a nanny or a grandparent
- Emergency contacts and their phone numbers

On occasions when parents are aware that they will not be at home or in their usual place of work, they should email their key teacher with details of how they can be contacted.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they should email the Head providing the name and contact number of the person who will collect the child on that day.

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 Parent Handbook.

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

- Check whether an email from a parent/carer has been sent with information about changes to the norm
- The Head will contact
  - All named parents/carers at home and at work
  - Emergency contacts recorded in iSAMS
- The child does not leave the premises with anyone other than those named when the child joins the Kindergarten or notified via email from the parent/carer

If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, the following procedures are followed:

- The local authority social services department are contacted on 020 8871 6622 or 020 8871 6000 (out of office hours)
- The child stays at the Kindergarten in the care of two members of staff 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