

# Non-Collection Policy

## Aim

In the event of a child not being collected by an authorised adult we would ensure the child is cared for by experienced members of staff whom are known to the child, so as to cause little distress.

The safety of the child is paramount and the child would under no circumstances leave the premises with another adult.

- A registration form must be completed with the relevant information when a child starts the setting- Home address, telephone number, place of work and works telephone number, mobile Number, names and telephone numbers of child minders or grandparent
- Information about any person who does not have legal access to the child
- If the parent is unable to collect they will be asked to give permission for the child to be collected by another adult by completing the collection board, giving a relevant phone number they can be contacted on
- On the occasion when the parent is delayed and would like another adult to collect their child, they would be asked to ring in informing us of the person's name and giving a verbal password for the person to use to collect their child
- Parents are asked to telephone us if they are going to be more than 5 minutes late collecting
- If a child is collected more than 10 minutes late more than once then there will be a charge of £5 per 15 minutes. This is at the discretion of the manger
- The above information plus our telephone number is in the welcome pack
- There must be at least two members of staff in the setting with the child at all times until an authorised adult collects the child
- Under no circumstances would a child be allowed to leave the premises with an unauthorised adult
- Under no circumstances would a child be allowed to leave the premises with a staff member
- If after an hour the child has not been collected and we have been unable to contact a parent we will contact contact c-spa – see safeguarding policy
  
- Ring local police to see if there has been an accident
  
- A full written report of the incident must be recorded and filed
  
- Ofsted would be informed when Social services or the Police are contacted

