



Collection/Non-collection Policy

Collection

The Parental Declaration Agreement for each child that is required to be completed in order to register at pre-school includes the following information supplied by the parent/carer.

1. The name, address and telephone numbers (one of which should ideally be a mobile) of 3 individuals (authorised persons) who will be responsible for the child's collection from the pre-school in an emergency.
2. The agreement of the parent and other authorised adults to provide proof of identity if requested by the pre-school.
3. A unique password attributed to him/her known only to the authorised adults and the pre-school.

The details of the 3 authorised adults for each registered child will be held securely and in confidence by the pre-school for as long as the child attends and will then be removed from the files. The contact names and telephone numbers will be reviewed at the start of each term.

The Manager will be the responsible person on behalf of the pre-school for the duty of care for each child attending the session. The duty of care will remain with the pre-school until the authorised adult who collects him/her enters the pre-school setting or the child is handed over to the authorised adult.

A child will only be handed over to a person other than one of the 3 authorised adults if the following procedures have been satisfied in full:

1. On delivery of the child to the pre-school the Manager must be advised by one of the responsible adults of a change in the normal collection arrangements for that day.
2. A note must be made on the register sheet.
3. The Manager and responsible adult delivering the child must verbally confirm the password for the child.
4. The authorised person arriving to collect the child must be over 16 years old and must give the correct password to the Manager and if requested provide proof of identity.

Non-collection

In the event that a child is not collected or if a person attempts to collect a child without satisfying the procedures above then the Manager or member of staff will:

1. Once 15 minutes have lapsed since the session ended, contact the child's parents at home or work.
2. If this is unsuccessful, contact the 3 authorised individuals in order of priority as set out on the contact information sheet.
3. The pre-school staff will continue to make all reasonable attempts to contact the parents or authorised persons for a further 45 minutes.
4. If no-one collects the child after one hour from the end of the session and none of the authorised persons have been contacted the pre-school staff will contact social care (MASH).

Tel: 0300 456 0108 (between 9am and 5pm)

The emergency 24 hour duty team Tel: 0845 6070888

MASH will aim to find the parent or a relative if they are unable to do so, the child will be admitted into the care of the local authority.

5. The child will remain at pre-school in the care of two staff members until such time as they are collected either by the parents, an authorised person or by a social worker.
6. If at any time the pre-school staff consider it necessary to contact the police station before one hour has lapsed, in the interests of the safety of the child or the staff, this can be done at their discretion.
7. Staff members will not leave the pre-school to look for the parent or to take the child home. Staff will not offer to take the child with them to care for them in their own home until contact is made with the parent/authorised person.
8. A full written report of the incident will be kept in the child's file including the details of any conversations with parents.
9. A Confidential Safeguarding incident report will be completed if there are safeguarding and welfare concerns about the child or if Social Care have been involved due to the late collection.
10. Depending on circumstances the pre-school reserve the right to charge parents for the additional hours worked by our staff.
11. If there are recurring incidents of late collection a meeting will be arranged with parents to agree a plan to improve time keeping and identify any further support that may be required.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Collection/Non-collection Policy: The Chairperson is responsible for overseeing the annual review.

The Lavington Pre-school Collection/Non-collection Policy will be reviewed on:

Date: **Signed:**

Name: **Post:**

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