

Collection/late and non-collection of children

Downside Preschool believe that the safety of the children is paramount. To protect children from being collected by anyone other than their parents, we will follow this procedure. This policy and procedure is discussed with parents at home visits.

Collection procedure

- Parents will fill in details of people likely to collect their child other than themselves on the emergency contact form, which is kept in the register.
- Children will only be allowed to leave the preschool with adults who are authorised by the child's parents to collect their child.
- Parents are advised that they should also let the Preschool know if someone else is collecting their child even if they are on the form as parents may not have updated their details.
- Anyone collecting will also be recorded on the form by the door by the practitioners.
- If someone comes to collect a child and we have not been notified or they are not recorded on the collection list. Practitioners will ring the parent to get authorisation.
- Practitioners must speak to a parent and not rely on word of mouth by someone else or by text message.
- If we are unable to contact the parent than the uncollected child will be put in to procedure and children's services contacted.
- Anyone picking up children must be 16 or over.

In the instance of a child not being collected from the Preschool after a reasonable amount of time 15 minutes has been allowed for lateness, the following procedure will be initiated by staff:

Uncollected

- Inform the preschool manager if a child has not been collected
- The manager will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the parents will be contacted on the numbers provided for their mobile, home or work. If this fails the emergency contacts will then be contacted as per the child's records
- The manager/staff member on duty in charge and one other member of staff must stay behind with the child (if it falls outside normal operating hours). During normal operating times, staff ratios must be met and planned for accordingly
- If the parents still have not collected the child, the manager will telephone all contact numbers available every 10 minutes until contact is made. These calls need to be logged on a full incident record
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the Social Services Emergency Duty Team and Ofsted to advise them of the situation



- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child. The child's welfare and needs will be met at all times
- In order to provide this additional care a late fee will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal preschool hours may incur.

Collection of children on CP register or separated Parents

Children that are not to be collected by a particular parent because of;

- Not having parental responsibility
- Not having unsupervised contact
- Parents separating

Some parents may need to have supervised access with their children. This maybe because of abuse and a court order has been obtained. In the even of a parent trying to collect their child we will.

- Do not let the parent in if possible
- Speak to them calmly
- Explain that they are not allowed to collect their child and that you have to ring the other parent.
- Get someone to ring the other parent.
- Try and keep the child out of sight to ensure they do not see their parent and become upset.
- Speak to the parent and try and delay them from taking their child
- If the parent becomes unreasonable, call the police.

Remember that the children's safety is paramount and that in the event of any aggression or violence, the other staff may remove the children in to another room or the garden.

Parental separation

Parents may ask that their partners do not collect their child because they have separated. In the even of this you need to;

If they do not have parental responsibility you follow the procedure above.

- Speak to your manager
- Ascertain if they have parental responsibility.
- Ask them why they do not want their child to be collected by their partner.
- Determine if you need to pass this information on to the child protection coordinators.
- Explain about the rights of the parent if they have parental responsibility.
- If there is no indication of abuse, reassure the parent that if there partner was to try and collect we will inform them immediately
- Offer them support.

Relating policy Arrival and departures

This policy was adopted on	1 st September 2023
Signed on behalf of the Pre school	Julie Russell
Date disseminated to staff	1 st September 2023
Date for review	September 2024