



Reg Charity No: 1096458

Non-collection of children policy

Statement of intent

In the event that at the end of a session/day an authorised adult does not collect a child, the care club puts into practice agreed procedures. These ensure an experienced and qualified practitioner who is known to the child cares for the child safely.

Aim

In the event that an authorised adult does not collect a child, 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.

Methods

- Parents of children starting at Violet Way & Edge Hill care club are asked to provide specific information which is recorded on our contact 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 telephone number (if applicable);
 - Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the O.O.S.C, for example a childminder or grandparent;
 - Information about any person who does not have legal access to the child; and
 - Who has parental responsibility for the child?
- On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted on our contact form.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child in our

message book. We agree with parents how to verify the identity of the person who is to collect their child.

- 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 telephone number. We also inform parents that - in the event that their children are not collected from setting by an authorised adult and the staff can no longer supervise the child on our premises - we apply our safeguarding children policy and procedures as set out in our safeguarding children policy and procedures.

- If a child is not collected at the end of the session/day, we follow the following procedures:
 - The Message Book is checked for any information about changes to the normal collection routines.
 - If no information is available, parents/carers are contacted at home or at work.
 - If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the contact form - are contacted.
 - All reasonable attempts are made to contact the parents or nominated carers.
 - The child does not leave the premises with anyone other than those named on the contact form and in the message book.
 - 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.
 - We contact the First Response Team (telephone number 0800 1313126). This is instead of Child Protection services.
 - The child stays at the care club in the care of two fully-vetted workers until the child is safely collected either by the parents or by a member from child protection.
 - Child protection services will aim to find the parent or relative if they are unable to do so, the child will be admitted into the care of the local authority.
 - Under no circumstances are staffs to 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.
 - Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff please see our terms and conditions.
 - Ofsted may be informed (telephone number 0300123 4234).

This policy was adopted at a meeting of	Trustees	Setting: - Violet Way & Edge Hill care club
Held on (date)		
Signed on behalf of the Management Committee/ Proprietor		
Role of signatory (e.g. chairperson etc.)		Chair of trustees