

MATLOCK PRE-SCHOOL PLAYGROUP

LATE COLLECTION POLICY

Statement of Intent

In the event that a child is not collected by an authorised adult at the end of a session, the setting puts into practice agreed procedures. These ensure the child is cared for safely by 2 experienced and qualified practitioners.

Aim

In the event that a 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.

Methods

Parents of children starting at the setting are asked to provide specific information which is recorded on our Registration 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 setting, 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/ ren.

Parents are informed that if they are not able to collect the child as planned, they must notify 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 child/ren are not collected from the setting by an authorised adult, and the staff can no longer supervise the child on our premises we apply our child protection procedures as set out in our child protection policy.

If a child is not collected at the end of the session and we have had no notification from parents we will follow the uncollected child procedures and policy.

If parents have notified staff that they will be late the following procedure will take effect:-

- The child stays at Matlock Pre-school Playgroup in the care of 2 fully vetted workers until the child is safely collected either by the parent/nominated carer or by a Social Worker.
- Under no circumstances are the staff to go to look for the parent/nominated carer, nor do they take the child home with them.
- A full written report is recorded in the Incident Book.
- Parents will be charged for the additional time worked by staff.
- Ofsted may be informed (tel no. 08456 404040)