**THE NON AND LATE COLLECTION OF CHILDREN POLICY.**

**This policy should be read in conjunction with the: Pandemic Policy, Arrival and Departure of Children Policy, Data Collection Policy, Code of conduct for Parents and Carers, Safeguarding Children Policy. Also correlates with the EYFS April 2017 – sections: 3.62, 3.73. All of which set out the frameworks for supporting staff, parents/carers and children.**

**Statement of intent**

In the event that a child is not collected by an authorised adult at the end of a Pre-school session, Patcham Village Pre-school must put into practice procedures to ensure the safety of the child. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

**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 of our procedures/policies so that in the event of them being unavoidably delayed, they will be reassured that their child will be properly cared for.

**Procedures**

* Parents of children starting at the Pre-school are asked to provide specific information which is recorded on our Registration Form, including:
* Home address, landline and mobile telephone numbers - if the parents do not have a telephone, an alternative number must be given.
* The Names, addresses and telephone numbers of two emergency contacts that are authorised by the parents to collect their child from Pre-school, for example a child-minder or grandparent, relationship to the child is also noted.

On occasions when parents or the persons authorised to collect the child are not able to do so, we will record the name, telephone number, and relationship to the child of the person who will be collecting their child in the collection book.

We agree with parents how the identification of the person who is to collect their child will be verified. All parents will be given a password to pass onto the person authorised by them to pick up.

The 1471 service will be accessed by the pre-school to verify and follow a telephone request from a parent for another person to collect their child; this is our safeguard to ensuring authentication of caller; If authentication is not confirmed, staff will call the registered telephone number to validate.

Parents are informed that if they are not able to collect their child as planned, they must inform us so we can action back-up procedures. We provide parents with a telephone number on which to contact us on. We also inform parents that - in the event their child is not collected from Pre-school by an authorised adult and the staff can *no* longer supervise the child in our premises - we apply our safeguarding children procedures as set out in our Safeguarding Children Policy.

If a child is not collected at the end of the session, we follow this procedure:

* The collection book is checked for any information about changes to the normal collection routine; if no information is entered, parents are contacted at home, mobile or at work.
* If this is unsuccessful, the adults who are authorised by the parents to collect their child from pre-school - those whose telephone numbers are recorded on the Registration Form- are contacted;
* All reasonable attempts are made to contact the parents.
* The child stays at Pre-school in the care of two practitioners until the child is safely collected.
* The child does not leave the premises with anyone other than those named on the Registration Form and or in the collection book.

In the event that no-one collects the child and the premises are closing or staff are no longer available to care for the child, we apply the procedures set out in our Safeguarding children policy. We will advise:- Contact & Assessment Service on 01273 295920 and inform Ofsted telephone number: (telephone number: 0300 123 1231).

**Late collections**

The impact on a child of not being picked up from Pre-school on time cannot be underestimated. The child that has been left behind will feel an increasing level of anxiety and distress the longer that they are unsure of where their parents are. Clearly this is not a good thing to happen to any child. The impact on the Pre-school of having a child left behind at the end of the day is also great as it requires two members of staff to supervise that child. This means that those staff will not be able to undertake their duties in preparation for children’s learning the following day and this also incurs an additional staffing cost to the Pre-school.

If it is the first occasion of late collection and we have been notified by the parent/carer there will be no charge made for the supervision of their child.

There will however, be a charge of £10.00 (per child)applied to contribute to the cost to the pre-school for supervision of child/ren if one of the following applies:

* First occasion of late collection with no notification made by the parent/carer.
* A repeat occurrence of late collection by the parent/carer.
* The charge of £10 will be charged to the parents/carers.

This policy was reviewed on 28th July 2020 and replaces that which was adopted by Patcham Village Pre-school on 5th July 2019 Signed by:

Manager (Janet Hornsby)

Date: