



Policy for Collection of Children.

Aim: To make sure children are only collected by an authorised adult.

When parents fill out their registration form they will be asked to detail who will normally collect their child at the end of a session. Children will only be allowed to leave the setting with the people detailed on the form except in the circumstances listed below.

If parents wish someone else to collect their child at the end of a session, they will be asked to notify us on Famly. If the person who is to collect the child is not known to the staff the parent is to give the staff a photograph or use a password. If staff are unsure the Parent will be phoned.

In an emergency or when a parent is held up and cannot collect their child at the end of a session they **should telephone** and give the details of a person who will collect the child or inform the us when they expect to arrive. A password must be given and the child will only be released if the password is given. The name of the adult to collect and the password will be written in the collection book by a member of staff.

We will not hand over a child to someone under the age of 16 unless we have written confirmation from the parent/carer stating they accept responsibility for this. Under no circumstances will we ever hand over a child to someone under the age of 14 years.

We try to ensure there is an opportunity to share information briefly with parents at arrival and departures. If parents/carers require more in-depth discussions about their child, then staff are happy to arrange a more suitable time to do this.

Late / Uncollected Children

If a child is not collected within 15 minutes of the end of a session the following will happen;

- Inform the manager;
 - Continue to reassure the child;
 - A minimum of two members of staff will remain on site until the child is collected;
 - Attempt to contact the child's parents/carers and any other named emergency contacts in the child's registration documents;
 - Never attempt to take the child home yourself or allow anyone else other than someone authorised by the parents/carers to collect the child;
- If the child is still not collected 1 hour after 6pm and none of the child's parents/carers or emergency contacts have been reached then;
- The police/Children's and Young People's Services must be contacted.
 - A report should be written up as soon as possible after the event and a copy sent to OFSTED with an action plan. The incident will be recorded in the Accident/Incident Book;

If a child is not collected by the time they are booked in until there will be a late collection charge. Please see the Fee's policy for current charges.

Emergency contact numbers;

Police: 101

Children's and Young People's services; 01392 383000

(9am-5pm Monday-Thursday, 9am-4pm Friday)

Other times Emergency Duty Team Tel. 0845 6000388



Signed: