



The Non-collection of children policy

In the event that an authorised adult does not collect a child at the end of the Nursery session, we would put into place an agreed procedure. This will ensure that the child is cared for safely by an experienced and qualified adult who is known to them.

AIM

We will ensure that the non-collected child receives a high standard of care in order to cause as little distress as possible. We inform parents / carers of this procedure so that in the event of an unavoidable delay, they can be reassured that their child is properly cared for.

PROCEDURES

1. Parents of the child starting nursery are asked to provide specific information which is recorded on our Registration Form, including:
 - Home address and telephone number
 - Place of Work, address, telephone number (if applicable)
 - Mobile phone number
 - Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from Nursery.
 - Information about any person who does not have legal access to the child.
2. On occasions when parents are aware in advance that they will not be at home, they are encouraged to record how they can be contacted.
3. Parents are asked to inform a member of staff in the event that an unauthorised person will be collecting their child from Nursery. We may ask parents how that person may be "identified"
4. Parents are informed that if they are unable to pick-up their child as planned then they should let us know as soon as possible so that back-up procedures can be put in place. We provide parents with our contact telephone number. We also inform parents that in the event that their child is not collected from Nursery and the staff can no longer supervise the child in our premises - we would apply our Child Protection procedures as set out in our Child Protection policy.

5. If a child is not collected at the end of the session, we would action the following procedures:
- The staff would communicate to ensure that no one had any additional information related to the child's collection.
 - We would attempt to contact parents / carers at home.
 - If unsuccessful, we would attempt to contact the adults who are authorised on the Registration form.
 - All reasonable attempts would be made to contact the parent / carer, for example a member of staff may visit the child's home or try to contact a neighbour.
 - The child would remain at Nursery in the care of two fully- vetted staff members until the child is safely collected.
 - If the child remains uncollected and the premises are closing, or staff are no longer available to care for the child, we would contact the police.
 - A full written report of the incident would be recorded.

This policy was adopted at a meeting of The Robin Nursery Committee

Held on

Date to be reviewed

Signed on behalf of the Nursery

Name of signatory (Chairperson)