



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 pre-school with the people detailed on the form except for 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 write the name of the person who will collect the child in our Collection of Children Book at the start of the session. If the person who is to collect the child is not known to the pre-school staff the parent is to give the staff and the person collecting the child a password. The child will only be released to person collecting the child if the correct password is given. If they cannot give the password 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 may telephone The Exwick Ark and give the details of a person who will collect the child. A password must be given to both the person collecting the child and the pre-school staff. The child will only be released if the password is given.

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 the end of the session 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;

Parents/carers will be informed that there will be a minimum charge of £20 to cover the Exwick Ark's if they are more than 30 minutes late to collect their child.

Emergency contact numbers;

Police: 08452777444

Children's and Young People's services; 01392 384444

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

Other times Emergency Duty Team Tel. 0845 6000388

Signed:

Date: 11th February 2010