



Non-collection of children policy

Statement of intent

In the event that a child is not collected by an authorised adult at the end of the session/day Kidstime puts into practice these agreed procedures. These ensure that the child is cared for safely by an experienced and qualified practitioner who is known by them.

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 stress 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.

Procedures

1. Parents of children starting Kidstime will be asked to provide specific information which is recorded on their registration form. Including
 - A home address, telephone number and email address
 - A password
 - Place of work address and telephone number
 - Mobile telephone numbers
 - Names, addresses, telephone numbers of adults who are authorised by the parent to collect the child.
 - Information about any person who does not have legal access to the child
2. On occasions when parents are aware that they will not be at home or their usual place of work, we can record how they can be contacted this will be noted on their registration form.
3. Parents/carers should inform the setting of any changes to their contact details.
4. On occasions when parents or the persons authorised to collect the child are not available to collect, they will need to record the name, telephone number and a brief description of the person who will be collecting their child, this will be recorded on the collection form and they will need to provide the password before collecting the child.
5. Parents are informed that if they are not able to collect their child as planned, they must inform us so that we can begin our back up procedures. We provide all parents with our contact telephone number.
6. If children are not collected at the end of the session/day, we will follow these procedures:
 - The collection book is checked for information about changes to the normal collection routines,
 - If no information is available, parents/carers are contacted at home or at work.
 - If this is unsuccessful, the adults who are authorised by the parents to collect children – and whose telephone numbers are recorded on the registration form – are contacted
 - All reasonable attempts are made to contact parents/carers.

- The child will stay with 2 members of staff, or 1 member of staff and a volunteer/parent helper, until they are safely collected.
- The child does not leave the premises with anyone other than those named on the registration form or named on the collection form.
- If the child is not collected after 45 minutes, we will apply our child protection policy.
- We will contact Social Care - Emergency Duty Team (out of hours) on 0113 3760469 and OFSTED will be informed.
- A full report of the incident will be recorded: and
- Depending on the circumstances, we reserve the right to charge parents for any additional hours worked by staff.

This policy was adopted at a meeting of Kidstime held on(date)

Signed on behalf of Kidstime @ St Josephs School

Reviewed by.....Date.....