

Non Collection of Children Policy.

Providers must only release children into the care of individuals who have been notified to the provider by the parent, and must ensure that children do not leave the premises unsupervised.

EYFS Statutory Guidance. Pg. 28

Our policy for non-collection of children is: We believe that:

On enrolment your child's place will be discussed and agreed times will be signed within your child care contract. We ask that you respect these start and finish times and follow your contract accordingly. If in the circumstances of a late pick up we ask that you inform the nursery as soon as is possible and try to make other arrangements for your child's collection, the late collection policy will then be followed. If in the case of the child being left without an adult being contactable the child will be reassured and the following procedure will be followed.

Our Procedures for non-collection of children is: We support this by:

- The key person on duty should inform the manager/deputy.
- The key person / Manager or deputy on duty should endeavour to contact members of the family.
- A member of staff would need to ensure that the child is settled and not over worried about the situation. (It will be a permanent, and not a temporary, member of staff who is left with the child)
- If after 45 minutes to an hour after the parent / carer has not arrived or after 6pm (and still no contact made) and the other contact numbers have not been helpful, we will contact the Referral and response team
- Advice would need to be taken from the Social Care on what should happen next.
- Parents will have the information on what will happen in cases of late collection of children at the nursery
- For parents arriving during this time – the late collection policy would be followed and charges made accordingly.
- As a last resort after all the numbers have been tried the manager of the nursery will call the police.