



NOAH'S ARK NURSERY SCHOOLS

Non-collection of children policy

Statement of Intent

In the event that an authorised adult does not collect a child at the end of a morning, Noah's Ark will put into practise agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

Aim

In the event that an authorised adult does not collect a child, we will ensure that the child receives a high standard of care in order to cause as little distress 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.

Procedure

- Parents of children starting at the setting are asked to provide specific information which is recorded on our Registration Form, or provided on a contact form, including:
 - home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative;
 - place of work, address and telephone number (if applicable);
 - mobile telephone number (if applicable);
 - names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a nanny or grandparent;
 - information about any person who does not have legal access to the child; and
 - who has parental responsibility for the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted in our 'Going Home Book'.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child in our Going Home Book. We agree with parents how to verify the identity of the person who is to collect their child if they are unknown to staff.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that - in the event that their children are not collected from the setting by an authorised adult and the staff can no longer supervise the child on our premises - we apply our child protection procedures as set out in our child protection policy

- If a child is not collected at the end of the morning, we will follow the following procedures:
 - The Going Home Book is checked for any 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 their child from the setting - and whose telephone numbers are recorded on the Registration Form/Contact sheet - are contacted.
 - All reasonable attempts are made to contact the parents or nominated carers.
 - The child does not leave the premises with anyone other than those named on the Registration Form/Contact sheet or in the Going Home Book.
 - If no one collects the child after at least one hour and there is no one, after every reasonable attempt has been made, who can be contacted to collect the child, or no acceptable alternative arrangements have been able to be made with the parents, we apply the procedures for uncollected children.
 - We contact Wandsworth Social Services department (telephone number 020 8871 6622 Duty Room).
 - The child stays at Noah's Ark in the care of one member of staff, preferably their own class teacher or the Head teacher, until the child is safely collected either by the parents, authorised person or by a social worker.
 - Social services will aim to find the parent or relative but if they are unable to do so, the child will be admitted into the care of the local authority.
 - Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.
 - A full written report of the incident is recorded in the child's file.

Annette Miller

January 2006

Revised January 2007

Revised January 2009

Reviewed January 2011

CONCLUSION

The Governors and Staff of the School are committed to keeping this policy under regular review and the Governor responsible will ensure that the matters contained herein are regularly discussed and further developed to the benefit of all users.

Signed :

Mr Charlie Colchester
Chairman of the Board of Governors