



LATE OR NON-COLLECTION OF CHILDREN POLICY

Catkins Preschool

July 2022

If a child is not collected at the end of the day, the setting puts into practice agreed procedures. These ensure that the child is cared for safely, by a member of staff who they know and trust. We will ensure that the child receives a high standard of care to cause as little distress as possible until someone can come to collect them.

Parents complete a registration form when their child joins Catkins Preschool and this included contact details of those with parental responsibilities and also an emergency contact's name and number in case the parents cannot be contacted for any reason. Children will not be allowed to leave the setting unless an authorised person collects them. Parents can arrange for a password to be shared with anyone they require to collect their child on a given day.

If a child is not collected at the end of a session the following procedure is followed after 15 minutes:

1. The supervisor will ensure that the child is cared for by another member of staff and will attempt to contact the parents by telephone.
2. If they cannot be contacted the Supervisor will contact the persons named on the emergency contact list.
3. In the unlikely event of no contact being made with any of the registration form listed people, we are no longer able to care for the child on the premises and we will contact our local early help team (03000 419222) then social services (03000 411111) and inform OFSTED (0300 123 4666).
4. The Supervisor will only release the child to the appropriate authority after identification has been checked.
5. The Supervisor will make out a report of the incident.