



## **NON-COLLECTION OF CHILDREN POLICY**

Effective from 1 September 2018 Latest future review date September 2019.

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### Aim of this policy

In the event that a child is not collected by an authorised adult at the end of a session, The Kindergarten at St Joseph's puts into practice the following procedures. We aim to provide the child with adequate care in order to cause as little distress as possible.

### Procedures

Parent / Carers of children at The Kindergarten at St Joseph's provide specific information in their responses to the admission pack, including

- home address and contact numbers
- place of work, location and telephone number (if applicable);
- mobile telephone number (if applicable);
- names and contact numbers of specific adults who are authorised to collect the child from the setting and
- information about any person who has legal access to the child.

We ask all parents to keep us updated of any changes in these details at any time. All these details are entered onto our database for easy retrieval.

On occasions when parents are aware that they will not be at home or in their usual place of work, we request they provide us with information on how they can be contacted. This will be written on the bottom of the daily tick chart.

On occasions when parents or the persons who normally collect the child are not able to do so, they are encouraged to provide us with written notification of the name and contact number of the person who will be collecting their child. A secure password is provided to the parent of every child starting at The Kindergarten at St Joseph's. We only release children into the care of persons in possession of the password.

If parents cannot collect their child as planned, they are required to inform us so that we can begin to take back-up procedures. Our contact number is on all our headers, on our newsletter, on our email signature and website and parents are aware of this. In

the event that a child is not collected from the setting by an authorised adult and our staff can no longer supervise the child on our premises, we apply our child safeguarding procedures as set out in this policy.

The Kindergarten at St Joseph's provides flexible sessions

- morning [8.40 to 11.55] Monday to Friday
- all day [8:40 to 15:10] Monday to Friday
- the afternoon [12:10 to 15:10] Monday to Friday.

The procedure may vary depending after which session non-collection occurs as the setting is not normally staffed after 16.00pm Monday to Friday.

We consider 10 minutes after the end of the session to be a reasonable collection period. If a child is not collected by 10 minutes after the end of their registered session we follow the following procedures:

- a further check is made 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 Kindergarten at St Joseph's and whose telephone numbers are recorded on the Admission Pack Form are contacted;
- all reasonable attempts are made to contact the persons named on the Admission Pack Forms;
- if no-one collects the child by the deadlines below or the premises are closing or staff are no longer available to care for the child, we contact our local authority Multi Agency Safeguarding Hub 03004709100 and inform Ofsted and if thought appropriate the police may also be informed;
- a full written report of the incident is recorded and a report sent to Ofsted.

Please remember Children's Services require notice to react and we therefore need to notify them using the following deadlines.

Morning sessions 12:24pm

Afternoon sessions 15.30pm

### Charges

We consider a 10 minute slot for collection to be sufficient.

Should a child be awaiting collection after that slot we reserve the right to make discretionary charges as staff have the right to be paid for any additional hours resulting from late collection. NB: Discretion will be used in exceptional circumstances - e.g. breakdown etc. but a late collection fee equivalent to remaining in the full day or

for an afternoon session may be charged at £3 for the first 15 minutes and £5.00 for each subsequent 15 minutes.

It is important for all to understand that a child who is not collected must be supervised by two members of staff and therefore additional charges at enhanced rates may be incurred after these times for supervision while waiting for Children's Services to collect the child or for a parent to collect.

Also further additional charges will be incurred if the non-collection from a morning session impacts on The Kindergarten at St Joseph's being unable to accept another child for an afternoon session due to ratio issues etc.

Non-payment of charges incurred or frequent non- or late collection of children, either at the end of the session or in response to notification of illness during the course of a session, may result in the child being asked to leave The Kindergarten at St Joseph's.

#### Legal Framework and References

- Children Act 1989 and 2004 and 2006
- United Nations Convention on the Rights of the Child, UNICEF 1989
- Data Protection Act 1998
- Every Child Matters – Change for Children 2004
- Freedom of Information Act 2000
- Equalities Act 2010
- The Human Rights Act 2000.
- Offenders Rehabilitation act
- EYFS Statutory Framework April 2016
- Health and Safety at Work act 1974