

UNCOLLECTED CHILD AND CHILD RELEASE POLICY

POLICY STATEMENT

The welfare and safety of all children who attend St. Eval Pre-school is our primary consideration. In accordance with the Early Years Foundation Statutory Framework, we ensure that all children are cared for by experienced and qualified members of staff. In the event that a child is not collected by an authorised adult at the end of a session, we will follow certain procedures.

We inform parents of our procedures to reassure parents who are unavoidably detained that their child or children will be cared for.

Procedures

When enrolling a child into the setting, parents are asked to complete an Early Years Passport, providing the following information:

- Home address and contact number
- Work address and contact number
- Parent e-mail address
- Names and contact numbers of emergency contacts
- Parental responsibility details for the child

Parents are given the telephone number of the setting and they are advised to keep it with them at all times.

We inform parents of our 'Safeguarding Children and Child Protection' policy and the procedures that we follow in the event that a child is not collected within 30 minutes at the end of the child's session, should we be unable to contact any of the authorised people on the child's Early Years Passport.

If a parent is aware in advance that they will be unable to collect their child, they will be asked to complete a collection form, giving their written permission for collection of their child by an appointed person of their choice, completing the following details:

- Name of child
- Name of appointed person contact details
- Home phone number
- Mobile phone number
- Relationship to child
- Date of collection
- Unique password

The parents will be asked to sign and date the form. Children under the age of 18 will not be permitted to collect a child from the Pre-school, unless they are the child's parent or legal guardian.

Uncollected Child Procedure

The staff notice board is checked for any information about changes to the normal collection routine. Staff communicate with each other to ascertain whether an alternative plan has been arranged. If no information is available, parents are contacted using all details provided. In the event that parents cannot be located, we will telephone the emergency contacts given on the Early Years Passport.

The child will remain on site with at least two members of staff.

Should we be unable to make contact with Parents or emergency contacts, after 30 minutes of making all reasonable attempts we will be required to contact the Local Authority Social Services. Under no circumstances will a child ever be left unattended.

Local Authority Social Services – MARU 0300 1231 116

The children's social services care team will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.

A full written report of the incident is recorded in the child's file and Ofsted will be informed of the incident.

St. Eval Pre-school will charge £20 (per hour) for a late collection. Any time after 12:10pm for the morning session and 15:10pm for the afternoon session. This will be at the discretion of the manager after considering the personal circumstances as to whether the charges applied.

Alleged Impaired Pick-up

Under no circumstances will a child be released to an adult who is believed to be unable to provide adequate care, due to staff suspecting that they are under the influence of alcohol or any other substance that might impair their ability. In such an instance their Manager and Designated Safeguard Lead will offer to contact a relative or friend, to accompany the adult and child as they have a duty of care to safeguard the child. Should this not be possible, staff will be required to inform the local authority or emergency services of their concerns.

If the person in question is driving a vehicle, the Manager and Designated Safeguarding Leads will remind them that driving whilst under the influence is against the law and that if they decide to drive there will be no alternative but to notify the Police. Providing them with all relevant details, including the intended location. If the child is believed to be at risk, the local authorities will be notified.

Custody and Related Court Orders

If a custody or court order is in place that relates to a child within our setting, a copy of the order must be provided immediately to the Designated Safeguarding Lead. This order will be stored accordingly, and members of staff will be made aware of directions contained within the order. The legal guardian is responsible for ensuring the provision of accurate and up-to-date information. Without a custody or court order on file, staff cannot deny access to the non-enrolling parent with parental responsibility. If the non-enrolling parent is not listed as an authorised adult to collect the child, the settings procedure outlined above will be followed.



All Policies to be reviewed annually.

Acceptance of Policy

APPROVAL		AGREED	
Signature:		Signature:	
Name & Position:	Rachael Richards - Manager	Name & Position:	On behalf of the committee
Date:		Date:	

Review Record

Reviewed by:	Position:	Date:

