

SAFEGUARDING - UNCOLLECTED CHILD POLICY

Statement of intent

In the event that a child is not collected by an authorised adult at the end of a session/day, the Preschool puts into practice 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 a child is not collected by an authorised adult, 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 child/ren will be properly cared for.

Methods

- Parents of children starting at Impstone & Cherry Tree Preschool are asked to provide specific information which is recorded on their Registration Form and remains on the child's file, including:
 - home address and telephone numbers
 - place of work and telephone number (if applicable).
 - names and telephone numbers of adults who are authorised by the parents to collect their child from the Preschool, for example a childminder 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 should inform us so we can record how they can be contacted.
- On occasions when parents or the persons normally authorised to collect the child no longer able to, we record on the whiteboard in the lobby, the name and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person using an agreed password or a photo, sent prior to collection, via email or message.
- 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 implement 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 Preschool by an authorised adult and the staff can no longer supervise the child on our premises - we apply our safeguarding procedures as set out in our safeguarding children policy.
- We have a fee in place for children repeatedly collected after their finish time. In most cases, we have a 3 strike rule, where on the 3rd occasion, a fee of £10 is charged from 3 minutes after their collection time. If still not collected by 5 minutes after collection time, a further fee of £10 is added, and thereafter every 5 minutes until collection, or our safeguarding procedure becomes implemented.
- For any parents continually within the initial 3 minutes, we reserve the right to apply the £10 late fee from the exact time of expected pick up.
- Preschool run their clocks and time by Greenwich Mean Time