

EMSCOTE PRE-SCHOOL

The Non-Collection of Children Policy



Statement of Intent

If a child is not collected by an authorised adult at the end of a pre-school session, Emscote Pre-School 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

If a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care 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.

Procedures

1. Parents of children starting at the pre-school are asked to provide specific information, which is recorded on our registration form, including:
 - ❑ Home address and telephone number – if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour.
 - ❑ Place of work, address, and telephone number (if applicable)
 - ❑ Mobile telephone number (if applicable)
 - ❑ Names and telephone numbers of all adults who are authorised by the parents to collect their child from pre-school, for example a childminder or grandparent.
 - ❑ Information about any person who does not have legal access to the child.
2. On occasions when parents are aware that they will not be at home or in their usual place of work, they inform the pre-school how they can be contacted.
3. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, the pre-school asks the parent to complete a form to verify who the person is that is collecting their child that day as well as a brief description. If an emergency takes place the parent can telephone and give the same information.

4. 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 – if their children are not collected from pre-school by an authorised adult and the staff can no longer supervise the child in the premises – we apply our child protection procedures as set out in our child protection policy.
5. If a child is not collected by 10 minutes after the end of a session, we follow the following procedures:
 - Checks are made on the persons permitted to collect the child form / changes to adult collecting child forms to confirm who may be collecting the child that day.
 - If no changes are recorded, parents/carers are contacted at home or work.
 - If this is unsuccessful, the adults who are authorised by the parents to collect the child are contacted.
 - All reasonable attempts are made to contact the parents/carers, for example a neighbour is contacted, or a member of staff visits the home if possible.
 - The child stays at pre-school in the care of two fully vetted workers providing refreshment if required until the child is safely collected.
 - The child does not leave the premises with anyone other than those named on the authorised child collection forms.
 - If no-one collects the child within one hour and the premises are closing, or staff are no longer able to care for the child, we apply the procedures set out in our Child Protection Policy. We contact our Warwickshire Multi Agency Safeguarding Hub telephone number: (01926) 414144 to gain advice and inform Ofsted telephone number: 0300 123 1231.
 - A full written report of the incident is recorded if it was considered to be a child protection issue.
 - Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

This policy was adopted at a meeting of the pre-school held on: 30.04.25

Signed on behalf of the pre-school Denise Day (Director)

Named person responsible for this policy: LAURA ROBBINS

Review Date: May 2026

