



St. Lucia's  
Upton Magna

St Lucia's Primary School & Nursery  
3.62, 3.72 & 3.73  
(EYFS S.F 2014)

## **The Non-collection of Children Policy**

### **Statement of Intent**

In the event that a child is not collected by an authorised adult at the end of a Nursery session/day, Nursery 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 children will be properly cared for.

### **Procedures**

1. Parents of children starting at the Nursery 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's;
  - Place of work, address and telephone number (if applicable);
  - Mobile telephone number (if applicable);
  - Names, addresses, telephone numbers and signatures of adults who are authorized by the parents to collect their child from Nursery, for example a child-minder, relative or friend and
  - Information about any person who does not have legal access to the child.
  - Password in case anyone not named in the registration documents needs to collect the child.
2. On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted in our Collection Book.
3. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child in our Collection Book. We agree with parents how the identification of the person who is to collect their child will be verified (password)
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 – in the event that their children are not collected from Nursery by an authorised adult and the staff can no longer supervise the child in

our premises – we apply our child protection procedures as set out in our safe guarding children policy.

6. If a child is regularly collected after the 3pm collection time stated we reserve the right to charge parents for additional supervision, a charge of minimum £20 will apply (to cover staffing costs)
5. If a child is not collected at the end of the session/day, we follow the following procedures:
  - the Collection Book is checked 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 Nursery - and whose telephone numbers are recorded on the Registration Form- are contacted;
  - all reasonable attempts are made to contact the parents/carers, for example a neighbour, relative or friend is contacted or another member of staff visits the child's home;
  - the child stays at Nursery in the care of two fully-vetted workers until the child is safely collected;
  - the child does not leave the premises with anyone other than those named on the Registration Form, in the Collection Book or authorised password.
  - if no-one collects the child and the premises are closing, or the staff are no longer available to care for the child, we contact Shropshire Council's Children's Services Care Team (telephone number: 03456 789021; after 5pm 03456 789040) and inform Ofsted (telephone number: 0300 123 1231).
  - A full written report of the incident is recorded; and
  - Depending on the circumstances, we reserve the right to charge parents for the additional time worked by our staff.

This policy was reviewed and adopted at a meeting of St Lucia's Nursery Governing body

Held on 19/06/2017

Review date June 2018

Signed on behalf of the Governing body .....

Role.....



