**NON-COLLECTION OF CHILDREN POLICY**

In the event that a child is not collected by an authorised adult at the end of a session/day, Oscar Club puts into practice agreed procedures. These ensure the child is cared for safely by experienced and qualified practitioners who are known to the child.

Aim

In the event that a child is not collected by an authorised adult, our staff will ensure that the child receives a high standard of care in order to cause as little distress as possible. Parents/carers will be informed of the procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Methods

1. Parents/carers of children starting at the setting are asked to provide specific information which is recorded on the Registration Form, including:

* home address and telephone number - if the parents/carers do not have a telephone, an
* alternative number must be given, perhaps a neighbour or close relative;
* place of work, address and telephone number (if applicable);
* mobile telephone number (if applicable);
* names, addresses, telephone numbers of adults who are authorised by the parents/carers to collect their child from the setting, 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

1. On occasions when parents/carers are aware that they will not be at home or in their usual place of work, they must tell a member of staff who will record it in the staff notebook on the desk.
2. On occasions when parents/carers or the persons normally authorised to collect the child are not able to collect the child we will agree with the parents how to verify the identity of the person who is to collect their child by presenting identification and/or a codeword system.
3. Parents/carers are informed that if they are not able to collect the child as planned, they must inform staff so that they can begin to implement the back-up procedures. Parents/carers are provided with the contact telephone number of the setting.
4. If a child is not collected at the end of the session/day, our staff will follow the following procedures:

* The book on the desk is checked for any information about the child.
* 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/carers to collect their
* child from the setting - and whose telephone numbers are recorded on the Registration Form - are contacted.
* All reasonable attempts are made to contact the parents/carers or nominated carers.
* The child does not leave the premises with anyone other than those named on the Registration Form unless prior consent from parents.
* If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we will apply the procedures for uncollected children.
* The local Intake and Assessment team will be contacted.

(Telephone number for I & S Team South 01582 818499)

(Telephone number for I & S Team North 01234 223599)

(Children’s Social Care – emergency duty team for Bedfordshire and Luton [out of hours] 0300 300 8123).

The child stays at setting in the care of two fully-vetted workers until the child is safely

collected either by the parents/carers or by a social worker. The social worker will have their ID verified by staff before collecting the child.

Children’s Services will aim to find the parent/carer or relative. If they are unable to do so,

the child will be admitted into the care of the local authority.

Under no circumstances are staff to go to look for the parent/carer, nor do they take the

child home with them.

A full written report of the incident is recorded in the child's file.

Depending on circumstances, we reserve the right to charge parents/carers for the additional hours worked by our staff.

Ofsted must be informed (telephone number 0300 123 1231).

Signed on behalf of the Voluntary Management Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_