



# Late Child Collection Policy

## Statement of Intent:

In the event that a child is not collected by an authorised person by the end of their nursery session, Mulberry Corner has put in place the procedures set out within the policy, to ensure the safety of such child. These procedures are designed to ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. The child will receive 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

Parents of children starting at Mulberry Corner are asked to provide the following specific information which is recorded on our Enrolment and All About Me Forms:

- Home address and telephone number;
- Place of work, address and telephone number (if applicable);
- Mobile telephone number (if applicable);
- Names, addresses, telephone numbers and photos of adults who are authorised by the parents to collect their child from our nursery, for example a childminder or grandparent;
- Who has parental responsibility for the child; and
- Information about any person who does not have legal access to the child.

On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing or by email of how they can be contacted.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they can provide us with details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the

person who is to collect their child and will ask for a password to be used on collection if we have not met the person collected before.

In the event that a child is not collected from our setting by an authorised adult by the end of their session, we shall follow the procedures set out below:

1. The child's file is checked for any information about changes to the normal collection routines;
2. If no information is available, parents/carers are contacted at home or at work;
3. If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting – and whose telephone numbers are recorded on the Registration Form – are contacted;
4. All reasonable attempts are made to contact the parents or nominated carers to inform them that their child will be being collected by another authorised person;
5. The child shall not leave the premises with anyone other than those named on their Enrolment Form or in their file;
6. If no-one collects the child after the setting has closed and there is no-one who can be contacted to collect the child, we shall contact our local authority children's social care team on **0845 6035620** (24 hours) or **01962 876230**.
7. The child shall remain at Mulberry Corner in the care of two fully-vetted staff members until the child is safely collected either by the parents, an authorised person or by a social care worker.
8. Social Care will aim to find the parent or relative and if they are unable to do so, the child will become looked after by the local authority.
9. Under no circumstances will staff go to look for the parent, nor shall they take the child home with them.
10. A full written report of the incident will be recorded in the child's file.
11. Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
12. Ofsted may also be informed.