

Forres Sandle Manor (EYFS) Policy

Policy Title	Non-Collection of a Child
Policy Lead (Appointment (& Initials))	Head of Pre-Prep (TJS)
Date of Last Review	September 2024
Date of Next Review	September 2025

NON-COLLECTION OF A CHILD

GENERAL WELFARE REQUIREMENTS

The provider must take necessary steps to safeguard and promote the welfare of children.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and wellbeing	2.2 Parents as partners	3.2 Supporting every child 3.4 The wider context	

POLICY STATEMENT

It is a legal requirement that providers must only release children into the care of individuals named by the parent. Except where there is reasonable excuse, written permission will be obtained from parents where children are to be picked up by another adult. If a parent is unavoidably delayed children will be properly cared for.

PROCEDURES

- On registration and admission to the school, parents are required to supply the following information:
 - The address of the child's main home and telephone number.
 - Should parents live at separate addresses, the address of the child's second home and telephone number.
 - Work and mobile telephone numbers of both parents, where appropriate.
 - Information as to who has legal parental responsibility for the child.
 - Information about any person who does not have legal access to the child.
 - Contact details of next of kin, such as grandparent.
 - Names and contact details of adults into whose care the child may be released with prior parental permission.
- Parents are asked to inform us if they cannot collect their child as planned so that we may act appropriately.
- Parents are asked to inform us if they are going on holiday, or working away, and leaving the child in the care of another adult. We would then require the name and

full contact details of this adult in addition to written permission to release the child into their care, if this has not already been provided.

- Should a child not be collected at the end of the school day, we will continue to care for them in Wraparound Care until the end of the school or Nursery day.
- We will then attempt to contact both parents, if applicable, and we will then release the child to the care of an adult that the parent authorises on this occasion.
- Should we be unable to contact parents, we will attempt to contact the child's next of kin.
- If no contact can be made, we will continue to care for the child in loco parentis until the child's parents arrive. This may mean that the child is passed to the care of the Prep school staff.
- If we fail to contact the child's parents or next of kin, or be informed by another adult who has permission to care for the child why the parents are absent and out of contact, we will contact the local authority children's social services who would then assume responsibility for the child and advise us how to then proceed.
- A full report of the incident will be recorded.
- Depending upon the circumstances, we reserve the right to charge parents for the additional time incurred.