

COLLECTION OF CHILDREN

Policy

In the event that an authorised adult does not collect a child at the end of a session/day, FSN will follow the policy. These ensure the child is cared for safely by an experienced and qualified practitioner and who is known to the child. FSN aims to ensure that the child receives a high standard of care in order to cause minimal distress.

Procedures

- 1.0 Parents/carers of children starting at FSN Early Years settings are asked to provide specific information, which is recorded on the settings registration form. The Registration Form must make clear the name and contact number of the responsible adult(s) relating to the child and who is authorised to collect them, and whom may collect them in an emergency. If there is any change, the parent/carer must notify staff. It is important if there is a change in any person(s) **NOT** allowed access to a child/ren, staff must be informed in writing
- 2.0 **Change of Collector (Nurseries)**
Should you wish your child to be collected by someone different to those named on your registration form, an identification form should be completed with your child's key worker prior to collection (see annex "Collector Change Identification Form"). This form gives staff the information required i.e. person's name, time of collection, identification required. Whenever possible we prefer this person to come along and meet staff before collection
- 3.0 **Late Collection Charges**
Children collected later than expected will be charged for the additional staff time incurred for two members of staff to stay with their child
 - Hourly fee for up to 15 minutes over the agreed booked collection time
 - increasing to £10.00 for every 15 minutes after and up to 30 minutes
 - Increasing to £20.00 for every 30 minutes up to 60 minutes
 - And £20 thereafter for every hour or part hour

Persistent late collection will result in parents/carers being advised that they risk losing their child's space

4.0 **Failure to collect**

Children not collected within 30 minutes of the expected time, without prior contact, will become the responsibility of the local Children's Services Department. FSN reserves the right to charge for the additional staff time incurred.

In the event of the parent/carer not collecting their child within 30 minutes of the end of a session the manager will...

- Call the parents/carer on the given contact numbers.
If no-one is available, they will;
- Call the additional emergency contact numbers.
If no one is available, staff will then;
- Call the Single Point of Advice (S.P.O.A):
01323 464222 and request collection of the child
Out of Hours Emergency Duty - 01273 335905 or 01273 335906

5.0 The child will stay in the setting in the care of two qualified practitioners until safely collected either by the parents/ carers/nominated collector or by a social care worker

6.0 Children's Services will aim to find the parent/carer or relative. However, if they are unable to do so, the child will be looked after by the Local Authority.

7.0 A full written report of the incident will be recorded in the child's file, and OfSTED may be informed.