

Non Collection of Children Policy

We will not allow children to be collected by a non authorized person at any time.

Before the children start at Happy Stars Preschool , we will collect the following information from the parent/carer and this information will be recorded in the children's personal information folder and will be kept in a locked cupboard in the setting at all times.

Home address and telephone number – and an emergency contact number for a neighbor or close relative,

Place of work, address and telephone number,

Mobile phone number,

Names, addresses and telephone numbers and signatures of adults who are authorized by the parent/carer to collect their child from the setting,

Information about any person who does not have legal access to the child (this may require additional documentation to support this),

Who has parental responsibility for the child.

If parent/carer is not at home or in their usual place of work during the setting's opening hours, this will be recorded in a separate book and an alternative name, address, and contact details will be taken from the parent.

We will inform the parents before their child starts preschool about the procedure that will be carried out if they are not able to collect their child as planned, and will ensure that parents have the settings telephone number at hand at all times.

If a child is not collected at the end of the session;

The manager will contact the parent/carer place of work or home, Checking alternative documented persons to collect the child (the child will not leave with anyone other than those named, this includes any members of staff)

We will wait up to an hour after contacting the above persons before contacting the Local Authority Social Services Department,

Social Services office number;

08456 009009, push option 1

Out of hour's office number;

01483 517898

The child will stay with two members of staff until the child is collected either by the parent/carer or by a social worker.

A full written report of the incident will be recorded and filed; OFSTED will be made aware when social services are contacted.

The late collection charge after the first ten minutes is recorded in the Happy stars Preschool prospectus, however the parent/ carer will be charged an additional cost for the hours worked by our staff. depending on how long it took for the child to be collected.