



KINGSWAY PLAYGROUP & PRE-SCHOOL CENTRE

LATE COLLECTION AND NON-COLLECTION POLICY

At Kingsway Playgroup & Pre-School Centre we have morning, afternoon and all day sessions. Parents are able to collect their child from the playgroup flexibly within this time period asking them to be no later than the session end time, for example if they attend the morning session we expect children to be collected no later than 11:30, and afternoon/all day session no later than 15:30. We understand that some parents may arrive earlier to collect their child, this is acceptable. However, the full fees still remain in place for the allocated session times.

We give parents information about the procedures to follow if they expect to be late. These include:

- Calling the playgroup as soon as possible to advise of their situation and expected time of arrival
- Agreeing a safety password with the playgroup in advance to be used by anyone collecting a child who is not the parent (designated adult)
- Asking a designated adult to collect their child wherever possible
- Informing the playgroup of this person's identity so the playgroup can talk to the child if appropriate. This will help to reduce or eliminate any distress caused by this situation
- If the designated person is not known to the playgroup staff, the parent must provide a detailed description of this person, including their date of birth where known. This designated person must know the individual child's safety password in order for the playgroup to release the child into their care. This is the responsibility of the parent.

Procedures

1. Parents of children starting at the pre-school are asked to provide specific information which is recorded on our Registration Form, including:
 - home address and telephone number
 - place of work, address and telephone number (if applicable)
 - mobile telephone number (if applicable);
 - names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from pre-school, for example a childminder or grandparent; and
 - information about any person who does not have legal access to the child.
2. On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted in our Collection Book.
3. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child in our Collection Book. We agree with parents how the identification of the person who is to collect their child will be verified.

4. Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that - in the event that their children are not collected from nursery by an authorised adult and the staff can no longer supervise the child in our premises - we apply our child protection procedures as set out in our safeguarding policy.
5. If a child is not collected at the end of the session/day, we follow the following procedures:
 - the Collection Book is checked for any information about changes to the normal collection routines;
 - 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 to collect their child from nursery - and whose telephone numbers are recorded on the Registration Form - are contacted;
 - all reasonable attempts are made to contact the parents/carers, for example a neighbour is contacted or another member of staff visits the child's home;
 - the child stays at nursery in the care of two fully-vetted workers until the child is safely collected;
 - the child does not leave the premises with anyone other than those named on the Registration Form and in the Collection Book;
 - if no-one collects the child and the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our Safeguarding Policy. We contact our local authority social services department and inform Ofsted
 - a full written report of the incident is recorded;
 - depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.