



**GRIMSBY INSTITUTE GROUP**

Policy Document  
Non Collection of children Policy  
for Little Stars Day Nursery.

## Change Control

<b>Version:</b>	V1
<b>New or Replacement:</b>	New
<b>Approved by:</b>	Senior Management Team
<b>Date approved:</b>	
<b>Name of author:</b>	Nursery Manager
<b>Name of responsible committee:</b>	Senior Management Team
<b>Name of Corporation committee:</b>	?
<b>Date issued:</b>	June 2015
<b>Review date:</b>	June 2016
<b>Document Reference:</b>	

## Revision History

<b>Version</b>	<b>Type</b>	<b>Date</b>	<b>History</b>
V1	New	June 2015	New

# **Non Collection of Children Policy.**

## **1. Aim**

We aim to keep all children safe within the nursery environment during our opening times, however this aim extends to when children are not collected past their session time. Children's welfare is permanently at the forefront of our minds.

We will ensure that at the end of the morning session or at the end of the school day all children are collected by their parents/carers or a designated adult. Parents will feel confident that in the event that they are late in collecting their child on time that the school has in place procedures that will ensure the safety and security of their children. Children will remain in the care of the school until they are collected by their parent/carer or a designated adult.

## **2. Purpose**

The purpose of this policy is to reassure practitioners of what to do in the event of a child not collected on time whilst also informing parents /carers of the processes that will take place in the event of their child remaining uncollected at nursery.

## **3. Scope**

This policy applies to all parents /carers and particularly children and Practitioners in order to help ensure that children and their families are supported if an occasion of late collection occurs.

## **4. Management of Process**

If a child remains uncollected past their session time the setting will allow 10 minutes before we contact parents /carers.

Practitioners will provide support and reassurance to the child.

There will be at least 2 practitioners who stay with the child left at nursery and will not take the child home themselves.

If parents /carers do not answer we will telephone or email contacts from the emergency contact list within the child's registration form, messages will be left with all contacts stating the nature of the call.

If a child is left at nursery for a period of forty five minutes with no contact from a parent, carer or emergency contact the setting will contact Children's Services and the Police for assistance.

Arrangements will be made for Children's Services to collect the child, a message and contact number will be left for the parent, carer or emergency contact informing them that their child is being looked after by the Local Authority. Likewise parents, carers and emergency contact numbers will be shared with Children's Services.

If Children's Services do not collect the child the Police will be telephoned who can enforce a public protection order whereby Children's Services will have to collect the child as this will be classed as abandonment and or neglect.

All incidents of late collection will be recorded and persistent parents /carers will be asked to attend a meeting with the manager to discuss any issues, reasons and provide support to reduce the late collection.

It is the responsibility of the parents /carers to inform the setting of any changes in contact details for their child and update the office of these as soon as they change. Parents /carers are also responsible for prompt collection of their child or contacting nursery to explain if they will be late.

## **5. Dissemination**

This policy will be made aware to all parents /carers via our website and policies and procedures file within our main reception area.

The management of the setting will ensure that parents /carers are aware of this policy along with the procedures and course of action that will be taken.