



Collection of Children Policy.

The Setting has a duty under the Children's Act 1989 and the Human Rights Act to protect children and act in their best interests.

ARRANGEMENTS FOR SAFE COLLECTION FROM SESSIONS

- When each child is registered to attend the Setting, parents are asked to provide contact numbers, where they can be reached during sessions.
- Parents are also asked to provide written details of all adults they authorise to collect their child from the Setting.
- Clarification is sought, where appropriate, regarding legal guardianship of the child.
- Parents inform Setting staff when a child is to be collected by another adult **who is known** to staff and an entry is made in the Setting diary.
- ***On admission, parents are also asked to provide a security password for use in emergency situations. This enables setting staff to verify the right of an adult unknown to them to collect a child from the setting. The setting Supervisor maintains a secure record of all nominated passwords.***
- Where there is any doubt about a person's right to collect a child from a session staff **will not** release the child until the parent has been contacted and confirmation received.
- All contact information is updated in writing by parents prior to admission and thereafter on an annual basis. Parents are regularly reminded of these procedures and of the need to inform setting staff of any change of details.

LATE COLLECTION FROM SESSIONS

Parents are required to inform the setting as early as possible for all lateness, even 5 minutes can cause ratios to be compromised.

Persistent lateness in collecting a child from the setting amounts to abandonment and could be reported to the child protection unit. Persistent lateness will result in charges as per terms and conditions.

If a parent is unavoidably delayed due to an emergency situation they must contact the setting to say that they will be late collecting their child and to make appropriate arrangements with staff, **Parents must send a relation who is nearer to collect the child, assuring passwords are used for collection if they are going to be longer than 10 minutes late.** (We are unable to provide care for extreme lateness, due to our staff having their own children to collect, and buildings must be vacated by deadlines)

An adult could also be reported if they are in an unfit state to be in charge of the child that they are collecting.



ACTION TO BE TAKEN BY SETTING STAFF IN EMERGENCY CIRCUMSTANCES...

If a parent is unavoidably delayed due to an emergency situation they must contact the setting to say that they will be late collecting their child and to make appropriate arrangements with staff. ***Where an adult who is not known to setting staff is to collect the child, the security password system will be utilised.***

PERSISTENT LATE COLLECTION

Persistent lateness in collecting a child amounts to abandonment and will result in the following steps being taken:

- **A verbal warning will be given**

If late collection persists

- **A written warning will be given**

If the situation still persists

- **A report will be made to the child protection unit.**

CASH PENALTY FOR LATE COLLECTION

Except for in emergency situations, when a child is collected more than fifteen minutes late, on more than one occasion, a cash penalty of £10.00 per hour or part of will be payable. This will be paid directly to via invoice.

IF A CHILD IS NOT COLLECTED FROM A SESSION

If a child is not collected and it appears the parent has made no alternative arrangements made for the collection of a child:

Acting in accordance with the guidance in ACPC Child Protection Procedures

- Staff will take all reasonable steps to contact the parents.
- In the event that contact cannot be made BY 12.15pm the Supervisor will telephone Social Services who will advise an appropriate procedure regarding the child. Social Services will need to know the child's name, address, and date of birth and emergency numbers held. The Supervisor will also provide a brief resume of action already taken.
- Setting staff should record the name of the social worker to whom details were given and the date and time of the call.
- The supervisor and two members of staff will remain with the child, staff will rotate so the same members are not always called upon.

INFORMING PARENTS

Information regarding this policy is included in the Setting's prospectus, which is made available to parents before admission. Appropriate reminders are included in the setting's Newsletter, as required.

Signed :Date:

Review Date: September 2023