

The Non-Collection of Children Policy

Statement of Intent

In the event that a child is not collected by an authorised adult at the end of a crèche session/day Eduplay will ensure that the child is cared for safely by an experienced and qualified member of the team who is known to the child until an authorised adult arrives.

Parents of children attending any of our sessions are asked to provide specific information which is recorded on our registration form, including;

- Home address and telephone number - if parents do not have a telephone, an alternative number must be given, perhaps a neighbour or family relative.
- Place of work, address and telephone number (if applicable)
- Mobile telephone number.
- Names, addresses, and telephone numbers of adults who are authorised by the parents/carers to collect their child from the session.

If a child is not collected at the end of the session the following procedures will apply.

- Parents/carers are contacted at home or at work;
- If this proves unsuccessful, the adults who are authorised by the parents to collect their child - and whose telephone numbers are recorded on the registration form - are contacted.
- All reasonable attempts are made to contact the parents/carers.
- The child stays at the crèche in the care of at least 2 members of staff until the child is safely collected.
- The child does not leave the premises with anyone other than those named on the registration form unless permission has been given by the parent's/carers.
- If no one collects the child and the premises are closing, and staff members are no longer available to care for the child, a referral will be made to our local social services office in line with our Safeguarding policy.
- Under no circumstances will a staff member take a child home with them.

Hunslet Hall Social Service office telephone number

0113 2141600

- Social services will aim to find the parents/carers or a relative. If they are unable to do so the child will be admitted into the care of the local authority.
- A full written report of the incident will be recorded and depending on circumstances, we reserve the right to charge parents for the additional hours worked by staff.
- Ofsted may be informed depending on the circumstances.

Ofsted telephone number

0300 123 1231

Parents/carers are informed about our non collection of children policy during the registration process.