



Young Discoverers Pre-school

South Hill Early Years Centre, Cemetery Hill, Hemel Hempstead,
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*A community project on behalf of South Hill Centre
the charity wing of South Hill Church,
for two year olds to school entry.*



Safeguarding children

1.6 Collecting a child (including Uncollected child)

Policy statement

Young Discoverers work with parents to keep children safe when they are being collected from pre-school. We understand that sometimes external circumstances prevent authorised adults collecting their children. This policy sets out the procedure to ensure that only authorised adults collect children and that children are cared for appropriately and kept safe should an unforeseen emergency arise.

At Young Discoverers we place the child at the centre of any decision making process so that they encounter as little distress as possible. It is always our aim to keep children safe as required under the Revised Early Years Foundation Stage Statutory Framework 2014 (EYFS 2014).

A list of policies is communicated to parents when their child starts Young Discoverers. Our policies can be found on our website at www.youngdiscoverers.co.uk, or a copy can be obtained from the office.

Collection of Information

- Parents of children starting at the setting are asked to provide the following specific information, as required by the EYFS 2014. This is recorded on our Registration Form and kept confidentially in the Children's Details file:
 - Full Name, date of birth and address of the child
 - Full name address of every parent and/or carer who is known to the Young Discoverers and is authorised to collect the child.
 - Information about any other person who has parental responsibility for the child
 - Which parent and/or carer the child normally lives with.
 - Emergency contact details for parents and/or carers.
 - Any custodial arrangements detailed by a court order
- Young Discoverers maintain a list of people who regularly collect children on a specified day, such as Grandparents and Childminders.

- A child will only be released into their care on their regular pick up day **unless informed** by the parent.

Collection Procedure

- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us of how they can be contacted.
- When parents know in advance that they or the persons normally authorised to collect the child are not able to, they inform us and provide us with details of the name of the person who will be collecting their child on that occasion. The nominee's name, as given by the parent, is used as a password.
- Where parents/carers are unable to collect their child as planned, they must inform us of the full name of the person they have nominated for that occasion to collect their child. We ask parents to **speak to the office directly** and not to leave a message or send a text in order to ensure that the new arrangements are received. Only authorised adults will be allowed to collect a child.
- The Manager (or if the manager or deputy manager are unavailable), the Responsible Person for that session will make a decision as to whether to allow the person to collect the child. They will check the name and relationship to the child against those recorded in the child's details. Children will only be released into the care of authorised persons recorded in the child's details.
- Where information has not been provided Young Discoverers will not hand over the child until an authorised carer is contacted and permission given to release the child into the care of a nominated carer.
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Uncollected Child Procedure

- If a child is not collected at the end of the session, we follow the following procedures:
 - The office and playroom diaries are 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 the setting – and whose telephone numbers are recorded on the Registration Form – are contacted.
 - The child does not leave the premises with anyone other than those named on the Registration Form or in their file, or nominated for that day only.
 - All reasonable attempts are made to contact the parents or nominated carers.

- If a child is uncollected and Young Discoverers is unable to contact the responsible carers within an hour we will apply our Child Protection Procedures.
 - We contact the Hertfordshire Safeguarding Team on:
 - **0300 123 4043**
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- Two practitioners remain with the child at Young Discoverers until arrangements can be made by the Safeguarding Team or the child is collected by their parents/carers.
 - We follow the advice given by the Safeguarding team.
 - The Safeguarding Team will aim to find the parent or a relative. If they are unable to do so, the child will become 'Looked After' by the local authority.
 - Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
 - Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

This policy was adopted by

Young Discoverers

On

10 November 2016 (date)

Signed

Name of signatory

Mrs Karen Keene

Role of signatory

Manager