

SECTION 4: Best Practice -

Late Collection and non-collection Policy

Statement of intent

In the event that a child is not collected by an authorised adult at the end of a session, we put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that their children will be properly cared for.

Procedures

1. Parents of children starting at Montessori are asked to provide specific information which is recorded on our Registration Form including:
 - Home address and telephone/mobile numbers
 - Place of work, address and telephone number
 - Names and addresses, telephone/mobile numbers of two further adults, known to the parents who might collect their child occasionally.
 - 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 'collections 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 and telephone number of the Person who will be collecting their child in our 'collection book'. This person must have Been introduced to the leader/manager beforehand.
4. Parents are informed that if they are not able to collect their child as planned, they Must inform us so that we can begin to take back-up procedures. We provide parents That - in the event that their child is not collected from the setting by an authorised Adult within one hour after the setting has closed - and the staff can no longer super-Viser the child in our premises - we apply our child protection procedures as set out in Our child protection 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 immediately.
- The adults who are authorised by the parents are contacted.
- The child remains at the setting in the care of two members of staff until the child is safely collected either by parents or by a social careworker.
- The child can only leave the premises with someone named on their Registration form, or in the collection book.
- If after one hour the child is still not collected the premises must close, we apply the procedures set out in our Child Protection Policy. We contact our local authority social services care team - **020 8901 2690** - and inform Ofsted **0300 123 1231**
- 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 the staff.