



**EYFS Statutory Requirements – page 32 section 3.73**

**EYFS Key Themes and Commitments**

<u>A Unique Child</u>	<u>Positive Relationships</u>	<u>Enabling Environments</u>	<u>Learning and Development</u>
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.4 The wider context	

**Policy Statement**

In the event that a child is not collected by an authorised adult at the end of a session/day, we at Warwick Community Playschool will 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. The child will receive a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

**Procedures**

- Parents of children starting at the setting are asked to provide the following specific information, which is recorded on our Registration Form:
  - Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
  - Place of work, address and telephone number (if applicable).
  - Mobile telephone number (if applicable).
  - Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
  - Who has parental responsibility for the child.
  - Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.
- When parents or the person normally authorised to collect the child are not able to collect, parents must provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person collecting, normally a password and description of the person and/or photograph.
- Parents **must** inform us if they cannot collect the child as planned. They must inform us of any backup plans that are made.

- No child will be able to leave the premises with anyone under the age of 16 years old. Children will not be able to leave the premises with anyone other than those named on documentation (Registration Form or Alternative Collection Form).
- We advise parents/carers that in the event that their child cannot be collected from our setting by an authorised adult within an hour after the end of the session, the staff can no longer supervise that child and the following procedure will be followed.
  1. If the child is not collected **5 minutes** after the end of the session, we will telephone the child's main carer.
  2. If this contact is unsuccessful, the other named authorised adults on the child's registration form will be contacted. All reasonable attempts are made to contact the parents or nominated carer.
  3. If no contact can be made with the main carer or an authorised person after 30 minutes we will contact the local children's social care team We contact our local authority children's social care team:

**01604 626938 out of hours**

**0300 126 1000 MASH**

4. The child will stay at the playschool with two members of staff who have completed DBS check until they are safely collected by either an authorised adult or a member of the social care team.
5. Social care will aim to find the main carer or a relative. If they are unable to do so, the child will become looked after by the local authority.
6. A full report will be written of the incident and recorded in the child's personal file.
7. Depending on circumstances, we reserve the right to charge the main carer for the additional hours worked by our staff.

**Under no circumstances will a member of staff go and look for the main carer or take the child to the child's home or to the staff members home.**

This policy was adopted at a meeting of: Warwick Community Association

Reviewed on: May 2017

This policy will be reviewed annually in September.

This policy will be reviewed annually, with changes made as required. The manager of the setting will be responsibility for maintaining this and sharing with the committee members of Warwick Community Association to be verified. This will be shown in the minutes of the meeting.