



Collection and Failure to Collect Policy

Collection

To ensure their safety, children will not be allowed to leave the Pre-school by anyone who is not authorised to collect the child.

Parents/carers are asked to provide a password in the event that they are unable to collect their children. If someone different is collecting the child, the parents/carers are asked to inform the Pre-school. The password can then be used.

Late collection of children will be treated seriously. We understand that on some occasions lateness cannot be prevented but the Pre-school must comply with Ofsted registration and each must close at the specified time.

Failure to Collect

If a child is not collected, staff will make attempts to make contact with the child's parents/carers. Failure with those, then other numbers provided by parents on the registration form will be tried.

If no contact is made within 1 hour and all reasonable efforts fail then the manager must contact the police, who will inform social services. The care of the child will be put into the power of social services.

A report will be written and held in pre-school.

In the event of such situations staff will make every effort to reassure the child and ensure that they are happy, secure and well looked after until collection is made. Two members of staff (DBS checked) will stay with the child until they are collected.