



Policies

CHILD COLLECTION POLICY

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the “Preschool”.

In order to ensure the safety of all children, our aim is to ensure that a child is always collected by an approved person. The Preschool Manager has overall responsibility for this policy.

Upon admission to the preschool all parents will be required to complete a Registration Form, which includes the name, address and telephone numbers of our regular point of contact. We also require the name and telephone number of at least two other emergency contacts.

Parents must notify the Preschool Manager of the person responsible for collecting their child, who must be over the age of 18. Children will be released individually to the designated parent/carer and must be collected **promptly** at the end of the preschool session.

Advanced notification must be given if the designated person is unable to collect a child. This can be done in person at the beginning of the session or by telephone before the session ends. This will be recorded in the register along with a password known only to both parties. We will not release children to anyone other than a parent or normal collector without prior arrangement.

Advanced notification is also required should a child need to leave before the session ends.

Late Collection

We appreciate that sometimes there may be circumstances beyond parent control affecting the prompt collection of your child. If you expect you will be late collecting your child in our care, please call at your earliest convenience and discuss the possible arrangements with the Preschool Manager/Deputy Manager.

If a child remains uncollected at the end of the session the Preschool Manager will telephone all regular and emergency contact numbers. If, after 15 minutes of the session finishing, we have not been able to contact anyone, the following procedure will take place:

- The manager/staff member in charge and one other member of staff must stay behind with the child (if outside normal operating hours). During normal operating times, the preschool will plan to meet required staff ratios.

- The manager will telephone all contact numbers available every 10 minutes until contact is made.
- In the event of no contact being made, and after one hour has lapsed, the person in charge will ring the local authority children's social services emergency duty team for help
The Preschool will inform Ofsted as soon as convenient.
The two members of staff will stay with the child until the situation is resolved.
- The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort and reassure the child during the process
- In order to provide this additional care a late fee will be charged to parents. This will pay for any additional operational costs that caring for a child outside of the normal preschool hours may incur.

The Preschool Manager will bring cases of continual lateness to the attention of the parents and an additional charge for the time may be made. Please refer to the Fees Policy for details.

This policy was adopted at a meeting of the preschool held on :

Signed on behalf of the preschool _____