

# Non Collection of Children Policy

This Pre-school will work closely with parents and plan time for each key person to work with parents so that they really know and understand the children in their key group. In this way we hope to meet the needs of parents and children to ensure that, among other needs, we provide a service which meets parent's needs for childcare.

However, if a child is not collected at the expected time the following actions will be taken:

The child's key person should inform the Pre-school manager.

The child should continue to be cared for as usual and every effort should be made to make sure the child is not upset by the situation.

It is the manager's duty (or deputy's) to use all contact numbers to contact a member of the family or approved friend.

If, after one hour the parent or carer has still not arrived and staff have been unable to make contact with another member of the family or family friend it may be necessary to contact Children's Social Care Services and take their advice.

Children will not be allowed to go home with another parent unless signed permission has been given previously by the child's parent or carer.

Parents should always be aware of the procedure to be followed in this situation and note that in the case of late collection without good reason.

Updated: September 2023 - Reviewed: September 2024

**Georgie Porgy's Pre-school Ltd**