



FOREST ROW COMMUNITY PRE-SCHOOL POLICY **9 LATE / NON-COLLECTION OF CHILDREN**

The Pre-School must ensure that both Parents and Carers understand the importance of collecting children promptly. Children who are not regularly collected promptly at end of session can become distressed and subsequently may become reluctant to be left at pre-school in the future. This in turn becomes difficult and unfair for children and staff.

If they will not be collecting their children themselves Parents and Carers must inform a member of staff, and ensure the name of the person collecting that day recorded in the 'Special Arrangements for Collection' diary. This person must be a responsible adult over the age of 18 years of age. If for any reason this procedure is not followed the Supervisor will be unable to release the child for collection and will telephone the Parents/Carers contact numbers. The Supervisor or staff member will only release the child when confirmation has been given.

If a child is not collected after a session the Supervisor should try to contact the named collector. If they cannot be contacted the emergency contact should be tried, or any other emergency contacts listed for the child.

If no one can be contacted to collect the child after half an hour of session ending the Supervisor will have no alternative but to contact the Police office (next door) or the Local Authority Duty Social Worker and follow their advice. (A staff member may be required to comfort and reassure the child while the Supervisor is doing this.)

Staff are **NOT** authorised to be responsible for children outside of pre-school sessions unless requested to do so by the Police or the Local Authority Designated Officer.

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May 1997	May 1999	March 2008
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