



# **ALLEYN COURT PREPARATORY SCHOOL EYFS**

## **UNCOLLECTED CHILDREN**

COMPILED BY: Head of Pre Prep  
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## ALLEYN COURT PRE-PREPARATORY SCHOOL

### UNCOLLECTED CHILDREN

#### POLICY STATEMENT

In the event that a child is not collected by an authorised adult at the end of the day or session, the setting puts into place the 'Uncollected Child Procedures'. These ensure that the child is cared for by two suitable members of staff, one who is ideally known to the child.

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:

- We will not release the child to an unauthorised person, even if the collection is late unless an authorised person telephones to state that because of an emergency, a different person will be collecting. The authorised person should telephone the Main Office for Thorpe Bay or the Westcliff Pre-Prep for the Westcliff site giving the password for identification and the name and a physical description of the person collecting. The adult in charge should check this description and password before permitting the child to leave.
- In the event that a child is not collected by the due time on several occasions, Alleyn Court will write to the parents pointing out the difficulties that late collection may cause and we reserve the right to charge parents for additional hours worked by our staff. Continuous late collection will be noted on the daybook to review.
- 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
  - ✓ Mobile phone numbers and email addresses
  - ✓ Work telephone number (if applicable)
  - ✓ Names and telephone numbers, of any adults authorised by the parents to collect their child.
  - ✓ A password
- **If a child is not collected at the end of the session, the following procedures take place:**
  - ✓ Any relevant staff will be contacted to check for any information about changes to the normal collection routines.
  - ✓ If no information is available, we contact parents/carers at home, work or by mobile.
  - ✓ If this is unsuccessful, other adults who are authorised to collect the child are contacted.
  - ✓ The child does not leave the premises with anyone other than those named on the registration form unless authorised by the parent.
  - ✓ The child stays at the setting in the care of two staff until the child is safely collected either, by the parents or authorised adults.

**• If no one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the following procedures:**

- ✓ We contact MASH 01702 215007 (option1-3)
- ✓ The child stays at the setting in the care of two staff until the child is safely collected either by the parents or by a social care worker.
- ✓ Under no circumstances should staff go to look for the parents, nor do they take the child home with them or drop the child to another carer.
- ✓ A full written report of the incident is recorded on the child's SchoolBase file.
- ✓ Ofsted may be informed.

**Head of Pre-Prep January 2023**