

### Statement of intent

In the event that a child is not collected by an authorised adult at the end of a session, Hopscotch puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

### Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. 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.

### Methods

- Parents of children starting at the setting are asked to provide specific information which is recorded on our Registration Form, including:
  - home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative;
  - place of work, address and telephone number (if applicable);
  - mobile telephone number (if applicable);
  - names of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent;
  - information about any person who does not have legal access to the child; and
  - who has parental responsibility for the child.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name of the person who will be collecting their child in our Record Book.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that - in the event that their children are not collected from setting by an authorised adult and the staff can no longer supervise the child on our premises - we apply our child protection procedures as set out in our child protection policy.
- If a child is not collected at the end of the session, we follow the following procedures:
  - The Record Book is checked for any information about changes to the normal collection routines.

- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents as emergency contacts - and whose telephone numbers are recorded on the Registration Form - are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the Registration Form and in the Record Book.
- 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 procedures for uncollected children.
- We contact our local authority social services department (telephone number 0116 253 1191 [office hours] or 0116 255 1606 [emergencies])
- The child stays at the premises in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social worker;
- Social services will aim to find the parent or relative and if they are unable to do so, the child will be admitted into the care of the local authority.
- Under no circumstances will staff go to look for the parent, or take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed (telephone number 08456 40 40 40).
- Our local Pre-school Learning Alliance Development Worker (telephone number 0116 229 1994) may also be informed.

This policy was adopted at a board meeting of Hopscotch Playgroup, held on the 20<sup>th</sup> September 2006.

Signed on behalf of the Board of Directors \_\_\_\_\_ Date \_\_\_\_\_

Role of signatory \_\_\_\_\_