



Non Collection of Children

In the event of a child not being collected at the end of a session the setting will put into practice the agreed procedures. These ensure the child is cared for safely by an experienced and qualified member of staff who is known to the child.

The collection book is checked for any information regarding changes to the child's normal routine.

If no information is recorded the parent/carer is to be contacted using the contact details provided on the initial registration form.

If this is unsuccessful the additional adults, previously authorised by parents to collect the child and whose information is recorded, are contacted. We also have an agreement with parents how the identification of the person who is collecting their child will be verified and using the password recorded.

All reasonable attempts are made to contact the parents, carers or nominated persons.

The child does not leave the setting with anyone other than those adults named on the registration form.

If no one collects the child after one hour and no contact has been made with a parent, carer or nominated person to arrange collection the following procedures are to be followed;

- Bradford Services to Children & Young People, Initial Assessment Team are to be contacted on 01274 437500.
- The child remains at the setting in the care of two vetted workers until the child is safely collected by either parents/carers or a Social Worker.
- Under no circumstances may staff members leave the setting to look for the parent, nor do they remove the child from the premises to take them home.
- Ofsted may be informed.
- Pre-School Learning officer may also be informed.