

THE NON-COLLECTION OF CHILDREN POLICY

Statement of Intent

In the event that a child is not collected by an authorised adult at the end of a playgroup session, West Looe Playgroup puts into practice agreed procedures. These ensure the child is cared for safely by an experience 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.

Procedures

1. Parents of children starting at the playgroup are asked to provide specific information which is recorded on our Registration Form, including:
 - home address and telephone number
 - mobile telephone number
 - a list of people and contact numbers of emergency contacts
2. When a child is to be collected by someone other than the parent, the parent should inform staff so this information can be recorded in the Collection Book.
3. Children who are left 15 minutes after the close of Playgroup without any explanation, and the Supervisor being unable to make contact with either parent or emergency contact, will be forced to contact local authorities to have the child taken into care. This action has to be taken because the insurance only covers staff and children 15 minutes after the close of the Playgroup session. Therefore it is vital to keep emergency contact numbers that Playgroup have on file up to date. In this instance a full written report of the incident is recorded.

This policy was adopted at a meeting of the Playgroup held on 3rd April 2006.

Reviewed 12th November 2009

Signed on behalf of the Playgroup Committee