



*Calder Valley Steiner Education*  
*Making Time for Childhood*

## **CVSE Collection of child from Nursery Policy**

Authors	Kate Lunn
Policy Lead	Kate Lunn
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## Introduction

In the event that a child is not collected by a parent/authorised adult at the end of a Nursery session/day, the Nursery will put into practice agreed procedures. Calder Valley Steiner Education wishes to cause as little distress as possible to the child and family, at the same time ensuring that the child is cared for safely by an experienced and qualified practitioner who is 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.

## Purpose

The purpose of this policy is to set out the procedures staff will follow if a child is not picked up from Nursery in a timely manner and to ensure all parents are aware of their responsibilities.

## Procedures

The following procedures will be advised to all parents when a child starts at Nursery and will be adhered to in the event of a child not being collected.

### Procedure – 1

#### On enrolment

**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 - 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, addresses, telephone numbers of two adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent. This may include a car-sharing rota of people (no more than 5 people).

- Any person who has the parental responsibility for the child.
- Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, the parent will provide us with written or spoken details of the name, address and telephone number of the person who will be collecting their child. This will be documented in the children's notes/file and going home board, which will be updated on a daily basis. It is a parent's responsibility to ensure that the Nursery is informed of who will be collecting the children. We agree with parents how to verify the identity of the person who is to collect their child.
- 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 measures. We provide parents with our contact telephone number.
- We inform parents that we apply our safeguarding procedures as set out in our children's safeguarding policy in the event that their children are not collected from the setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.
- It is essential that parents are on time to collect their child. **If a parent is going to be late then it is the parent's responsibility to contact the teacher or setting** and inform them of their status.
- If there is a more complicated pick-up/car-share system in place for the pick-up of children it is the parent's responsibility to make the teacher aware of any changes **on a daily basis**.

## **Procedure – 2**

**If a child is not collected at the end of the session/day, we follow the following procedures:**

- The child's file is checked for any information about changes to the normal collection routines and or the collection book/board will be checked for any information regarding collection.
- 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 to collect their child from the setting – 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 or in their file.
- If staff are in doubt about the safety of the child, the child should remain in the care of the group.

### **Procedure – 3**

#### **If no one comes to collect the child after one hour and no contact has been made with the parents.**

- 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 children's social services care team.
- The child stays at setting in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social care worker.
- Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff go to look for the parent, or do they 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.
- The LEA, Ofsted or DfE may be informed.

### **Monitoring Compliance**

- This policy will be adhered to by all staff
- This policy will be reviewed every 12 months
- This document will be discussed and reviewed by the Senior Management Team

- All incidents will be documented

### **Related policies**

- CVSE Admissions Policy
- CVSE Safeguarding Policy
- CVSE Data Protection Policy