



## **Child Collection Policy**

**In the event that an authorised adult does not collect a child at the end of a session, we put into practice agreed procedures. These ensure that children are cared for safely by experienced and qualified staff who are known to the children.**

### **What we aim to do**

In the event that an authorised adult does not collect a child, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We will inform carers/parents of our procedures so that if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### **How we will achieve this**

The nursery obviously has an obligation to stay with any uncollected child at the end of the day, until that child is collected. There will always be two members of staff left with the child.

The nursery must 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 give the name and a physical description of the unauthorised person and the staff in charge should check this description before permitting the child to leave. The parent will also be required to give this person the child's password as stated in the Little Bicks Book and written in the front of the Medical Emergency File and Evacuation bag.

We insist on a reliable contact at all times. A record will be kept of all children who are not collected by the due time. This will note the date, the time at which the child was collected, who collected the child, and the reason given.

In the case of late pick up the charges are £5 for every 15 minutes but when the nursery has closed the charge is £20 per 20 minutes or part thereof.

If this occurs after we have officially closed we will wait a further hour until we contact MASH (020 8359 4066) if no other contact has been made the child's family or emergency contacts. We will also contact Ofsted (0300 123 1231).

If this occurs whilst the nursery is still open we will allow more time to pass as long as we have space to accommodate the child in the setting.

**Children must be picked up by someone over the age of 16 years old.**

Date policy was reviewed	March 2024
This policy is due for review before	March 2025