

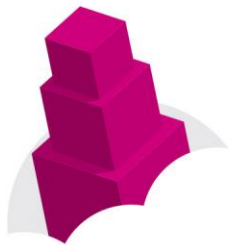


NON COLLECTION OF CHILD POLICY

Parents are to provide the following information before the child starts:

- Home address and telephone number
- Place of work, address and telephone number
- Mobile telephone number
- Names, addresses, telephone numbers of emergency contacts
- Information on anybody who does not have legal access to the child
- Who has parental responsibility for the child

- Parents are to inform us if they are not at home or their usual work place, this information is kept on the board in the classroom
- If a child is going home with another child/carer this is to be written in the going home book by the parent



In the event of a child not being collected by an authorised person we will

- If parents have not rung to say they will be late, we will call them on all numbers they have given us, home, mobile, work of mother first, then father and then emergency contact
- If we cannot contact an authorised person two members of staff will stay with the child until they are collected.
- If after 45mins nobody arrives or we are unable to contact anybody the Local Authority Social Service Department will be contacted.

Children's Services Referral Hub (concerns about a child or young person)

North East 0300 123 1610



out of hours number (Emergency Duty Team) 01483 517 898

- A full written report of the incident will need to be recorded and filed. Ofsted and the police will also be informed



- There will be a charge of £7 per quarter of an hour after the contracted collection time will be added to your next monthly fee.

