



Get up and Go! (Gateshead) CIC
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Parent failing to collect a child Policy

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Introduction

As an Ofsted registered provider we meet the statutory requirements of the Early Years Foundation Stage (EYFS 2014) as well as legislation Equality and Human Rights Commission and United Nations Convention on the Rights of the Child (1992). To this end, we have developed a policy that states what we would do in the event of a parent failing to collect a child from our care. This policy meets the Early Years Foundation Stage welfare and Ofsted requirements and the guidance for safeguarding and promoting children's welfare 'Providers must ensure that children do not leave the premises unsupervised'; 'Providers must only release children into the care of individuals named by the parent'; 'Providers must engage with, and provide the following information for, parents - the procedure to be followed in the event of a parent failing to collect a child'

Policy

We will prearrange collection times with parents. We will obtain contact information for each child, giving details of suitable adults who are able to collect the child. We will implement the following procedure if the parent has not collected the child after one hour from the prearranged time.

Procedure

During the initial meetings with parents/carers, we will specify the hours that we are required to look after the child/ren. We are open daily until 18.00hrs. We will collect contact details for each child in our care. We will need a contact telephone for the parent/carer and two other contacts in the event that the parent/carer cannot be contacted. If a parent is unable to collect a child then they must ring Get up and Go! as soon as they are able to inform us of the change and give us the details of the responsible adult who will be collecting the child/ ren. If a child is not collected at the mutually agreed time, we will try the contact numbers; the parent/carer first, then each of the other numbers in order, we will keep trying the numbers until we can contact an authorised adult who can collect the child. If after one hour (19.00hrs), we still have not contacted anyone we will seek advice from the Duty Social Worker at the Referral and Assessment Team and may contact the local police to seek advice. We will continue to provide childcare until the problem is resolved, including additional food if necessary. Parents may be charged for any additional expenses we incur including a charge for the additional time.

If the parent/carer has a good reason for this occurring, then no further action will be taken, however, if it happens on a regular basis or the parent has no reasonable excuse then we will consider terminating the contract to care for the child, and we will inform the Referral and Assessment Team at the Civic Centre.

Signed _____ (Director and registered person)
Date _____

Signed _____ (Director and registered person)
Date _____