

Collection of Children Policy

The setting has a duty under the Children's Act 1989 and the Human Rights Act to protect children and act in their best interests.

Arrangement for safe collection from sessions

- When each child is registered to attend the setting, parents are asked to provide contact numbers, where they can be reached during sessions.
- Parents are also asked to provide written details of all adults they authorise to collect their child from the setting.
- Parents inform the setting when a child is to be collected by another adult **who is known** to staff and an entry is made in the setting register.
- **On admission, parents are also asked to provide a security password for use in emergency situations. This enables activity staff to verify the right of adult unknown to them to collect a child from the activity scheme. The activity scheme leader maintains a secure record of all nominated passwords.**
- Where there is **any doubt** about a person's right to collect a child from a session staff **will not** release the child until the parent has been contacted and confirmation received.
- **Under 7's must be collected by an adult.**
- All contact information is updated in writing by parents prior to admission and thereafter on an annual basis. Parents are regularly reminded of these procedures and of the need to inform activity scheme staff of any changes of details.

Late collection from Activity Scheme

Persistent lateness in collecting a child from the activity scheme amounts to abandonment and could be reported to the child protection unit. An adult could also be reported if they are in an unfit state to be in charge of the child that they are collecting.

Action to be taken by Activity Scheme Leader

In Emergency Circumstances

If a Parent is unavoidably delayed due to an emergency situation they must contact the activity scheme to say that they will be late collecting their child and to make appropriate arrangements with staff. **Where an adult who is not known to activity scheme staff is to collect the child, the security password system will be utilised.**

Collection of Children Policy Contd.

Persistent Late Collection

Persistent lateness in collecting a child amounts to abandonment and will result in the following steps being taken:

- A verbal warning will be given

If late collection persists

- A written warning will be given

If the situation still persists

- A report will be made to the child protection unit.

Cash Penalty for late collection.

Except for in emergency situations, when a child is collected more than fifteen minutes late, on more than one occasion a cash penalty of £10.00 per hour will be payable. This will be paid directly to the activity scheme leader who will reimburse the staff member who has taken responsibility for the welfare of the child until the time of collection.

If a child is not collected from the activity scheme

If a child is not collected and it appears the parent has made no alternative arrangements for the collection of a child:

Acting in accordance with the guidance in ACPC Child Protection Procedures

- Staff will take all reasonable steps to contact the parents
- In the event that contact cannot be made within a reasonable period of time (not exceeding two hours) the Play leader should telephone social services who will arrange an appropriate placement for the child. Social Services will need to know the child's name, address and date of birth and emergency numbers held. The play leader will also provide a brief resume of action already taken.
- Activity Scheme staff should record the name of the social worker to whom details were given and the date and time of the call.

Informing Parents

Information regarding this policy is included in the Activity Scheme prospectus, which is made available to parents before admission.

Policy Review

This policy will be reviewed every two years or earlier in the event of changes to the related ACPC Child Protection procedures.