

Voyage @ Flash Ley

NON-COLLECTION OF CHILDREN POLICY

AIM

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

OBJECTIVES

- Parents of children within our setting are asked to provide specific information, including home, work, mobile, and alternative contact telephone numbers.
- Parents are informed that if they are not able to collect their child, as planned, they must inform us as soon as possible.
- Parents are given contact telephone numbers for Flash Ley School (01785 337340) and Voyage @ Flash Ley (337349 / 337345)
- All reasonable attempts are made to contact parents or carers. Should our attempts to make contact continue into the following Voyage session the child will be cared for within the Voyage Wrap-Around care provision and parents will be invoiced accordingly.
- If all attempts to contact parents or carers and alternative contacts, which are given on the registration form, are unsuccessful, then we apply the procedures for an uncollected child.

PROCEDURE

1. We inform the Head Teacher of Flash Ley CP School & Nursery (07538799543) and the Voyage Manager (01785 337345), who may contact the local authority social services department.
2. The child stays in the setting, in the care of staff members.
3. Under no circumstances do staff members go looking for the parent, or attempt to take the child home.
4. A full written and witnessed report is recorded and stored in the child's personal file.
5. If necessary social services will aim to find the parents, if unable to do so the child may be admitted into the care of the local authority.

In an emergency outside of office hours contact

First Response: **0300 111 8007**

	Extended Services Manager	
	Deputy Manager	
	Chair of Governors	

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