**Collection of Children and Lost Children Policy.**

**This Policy should be read in conjunction with the Safeguarding Children Policy**

* All children are signed in by their parent or carer when entering Preschool.
* Children are signed out when collected from Preschool
* Parents will be familiar with the Preschool Mobile Phone number so will be able to call Preschool if they are delayed.
* If someone other than the parent or guardian is collecting the child, this is to be noted on the signing in sheet. Their name must be on the “Collection of Children” form. In an emergency, if the parent collecting the child finds they are unable to do so they must contact the manager to name who is. This person must be able to prove identity. If there are any concerns the manager will contact the parent for clarification.

**Failure to Collect a Child**

If a child had not been collected 15 minutes after a session, attempts will be made to contact the parents/carers, using home and emergency contact numbers in the `Admissions’ file.

Under normal circumstances the child will be supervised by two members of staff at the village hall until the parent arrives. Staff will endeavour to contact parent and emergency contact, however if after another 45 minutes no contact is made then the Children’s Helpdesk will be contacted for advice - **01452 426565.** Staff cannot take children in their cars or take them to their own home. It is Preschool policy that no staff member is left alone with a child.

**Lost Child Before or During the Session Procedure**

In the extremely unlikely event of a child disappearing/escaping from Preschool the following procedures will be followed:

1. Staff will secure and search the building, ensuring all children are together, supervised and safe.
2. One member of staff will search immediate area outside.
3. The local Police will be informed
4. The child’s Parents will be contacted.

A full report will be made and appropriate authorities, including OFSTED informed.

**Late Collection Fees.**

Periods of less than 15 minutes as one off events will not incur any charge, however more than one occurrence will incur charges as stated under repeated lateness. If the designated person is more than 15 minutes but under 30 minutes late a fee of £10 will be due. Over 30 minutes but less than 1 hour a fee of £25 will be due. This is to cover staff costs.

**Repeated lateness:** If there is more than 3 incidents of any late collection in a 6 week period, an additional £10 will be due. A warning will be given by Preschool. There are other users in the hall and Preschool has to vacate the premises promptly.