

- Children arriving after 9.15a.m. will be marked “late” in the register. Staff will note down the time of their arrival on the late arrivals/early departures sheet and parents will be asked to sign.
- The Pre-School reserve the right to charge parents for any repayment of Early Years funding required by Derbyshire LEA should they consider repeated late arrival as sporadic attendance.
- Children or adults who leave early will be marked off the register as they leave. The time of departure will be noted on the late arrivals/early departures sheet and parents will be asked to sign. This will enable the Pre-School Leader to know how many adults and children are in the building at any time should an emergency arise.
- Any visitors will be marked in and out of the visitors book.
- For any visits which do not involve everyone, children and staff will be signed out and then back in again on the late arrivals/early departures sheet.

Departures

- At the end of the session, a member of staff will open the door and remain at the door to ensure that children do not run out. Parents/carers are requested to wait outside to greet the child.
- Once a parent/carer has greeted a child, the child’s safety becomes their responsibility.
- Children collected after the end of the session will be marked as “late collection” in the register with the time they are collected. Parents will be asked to sign the arrival/departure sheet.
- The Pre-School also reserve the right to charge parents for staff time due to late collection of children at a rate of £10 per hour with a minimum charge of £5 for each late collection.
- As part of the registration form, parents note down any people authorised to collect their child. Parents must complete the collection arrangements book and inform the Pre-School staff, in writing, should anybody other than usual be collecting their child.
- In an emergency parents/carers should telephone the Pre-school and a note will be made in the collection arrangements book by staff.
- If a person who is unknown to the Pre-School arrives to collect a child with no prior information having been given by the parents, staff will attempt to contact parents to establish whether the child should be permitted to leave with that person. If no contact can be made, the child will not be permitted to leave and the non-collection of children section below will be followed.
- The Pre-School Leader will check the building and leave it secure at the end of the session. This may be delegated if necessary.

Uncollected Child

- Parents are asked to provide the following specific information when their child starts attending our setting, which is recorded on our Registration Form:
 - Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
 - Place of work, address and telephone number (if applicable).
 - Mobile telephone number (if applicable).
 - Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
 - Who has parental responsibility for the child.
 - Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.
- On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. Our contact telephone number is 01629 640 842.
- If a child is not collected at their expected collection time, we follow the procedures below:

- The child's file is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child - and whose telephone numbers are recorded on the Registration Form - are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the Registration Form or on the alternative collection arrangements form. Note the latter should be completed in advance but may be authorised by a telephone call in an emergency.
- If no-one collects the child within half an hour of their expected collection time and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact the local authority children's social care team:

through Call Derbyshire on 01629 533190

- Or out of hours:

Tel: 01629 532600

- The child stays at the setting in the care of two of our fully-vetted workers, one of whom will be our manager, deputy manager or designated member of staff in charge until the child is safely collected either by the parents or by a social care worker. If the manager or deputy manager are not in setting, the manager will be contacted by the member of staff in charge.
 - Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
 - Under no circumstances will we go to look for the parent, nor leave the setting premises with the child.
 - We ensure that the child is not anxious and we do not discuss our concerns in front of them.
 - A full written report of the incident is recorded in the child's file.
- Ofsted may be informed.