

Date Reviewed:	February 2026
Review Date:	February 2027



Agreed by Health and Safety Committee Date: 26/03/2026

Name: Natalie Sadler Signature: Electronically on Governor Hub

Non-Collection of Children Policy – February 2026

It is not acceptable for an adult collecting a child from daycare/nursery to be persistently late. However, on some occasion's parents/carers can be unavoidably delayed. In Nursery School this will be recorded on CPOMS

In the event that a child is not collected by an authorised adult at the end of a session/day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by experienced and qualified practitioners who are known to the child. The childcare team will continue to ensure that the child receives a high standard of care in order to cause as little distress as possible.

Parents of children within the setting provide detailed information which is recorded on our registration form, this includes:

- Home address and telephone number and mobile number – if the parent does not have a telephone or mobile an alternative number must be given.
- Place of work, address and telephone number.
- Names, addresses and telephone numbers of adults who are authorised by the parent to collect their child from the setting.
- Information about any person who does not have parental responsibility or legal access to the child/ren.

Late Collection with Prior Notice

The setting practitioner must ensure that the approximate time of arrival to the setting is stated by the parents/carer whilst on the telephone, if contactable. If you are concerned about the time delay suggest to the parent that alternative arrangements are made to collect the child. Should the adult fail to appear within the time agreed, proceed to the '**Late Collection without Prior Notice**' section.

Late Collection without Prior Notice

If a child is not collected at the end of the session/day, we apply the following procedures.

- We will check 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/carers to collect their child from the setting are contacted by using the telephone numbers and information recorded on the registration form.
- Throughout this procedure all reasonable attempts should be made to contact the parents or nominated carers.

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- Under no circumstances will the child leave the setting with any adult other than those named on the registration form or with prior consent from the parent/carer.
- The child/ren will stay within the setting with two nursery practitioners until the child is safely collected by the parent/ carer or a social worker.
- Social Care Services will aim to find the parent or relative if they are unable to do so, the child will be admitted into the care of the Local Authority.
- Under no circumstances should staff go to look for the parent or take the child home with them.
- A full written report of the incident is recorded on CPOMS. This will be implemented by the senior member of the team before both practitioners leave the Centre.
- Nursery staff would need to inform the southern area education office