**Collection of Child Policy**

The safety of all children is of utmost importance, therefore:

* We ask to be given prior notice if a child is to be collected by someone other than the parent/carer. We will require identification and a password if someone other than persons stated on the application form is collecting.
* No person under 16 years old may collect a child.
* The parent/carer should introduce any relative or friend to the key person who may collect the child in an emergency. If this is not possible then appropriate proof of identification will be requested.

Only if the above is met satisfactorily will the child be allowed to leave with this person.

If a parent/carer is repeatedly late collecting their child Frome Valley Preschool reserves the right to charge a ‘Late Pick up’ fee. (See Fees Policy) Two practitioners must be on duty in the setting even for one child. The fee charged will be at a rate to cover their over-time payment.

**Non Collection of Child Policy**

In the event of a child not being collected from Frome Valley Preschool the following actions will be taken:

* Every effort will be made to contact the child’s parent/carer.
* Alternative emergency contacts, authorised by the child’s parents to collect on their behalf, will be contacted.
* If we have not been notified, or been unable to make contact with those authorised by the parent/carer to act in cases of emergency, it is our responsibility to inform the Social Care duty officer who will then take responsibility for the child.

**Lost Child Policy**

In the unlikely event of a child having gone missing from Frome Valley Preschool the following actions will be taken:

* A practitioner will enlist the support of a member of staff from Frome Valley First School to carry out an immediate search of Frome Valley Preschool both inside and outside.
* The Head Teacher will be informed that a child is missing from Frome Valley Preschool and will arrange for a wider search of the grounds using additional staff from the school.
* The search will take no longer than 15 minutes.
* If the search results in the child not being found the parent/carers and the police will be informed. The search would continue until the police arrive and take over.
* A full report of the incident will be made and a copy sent to OFSTED.