

## **BARNIES DAY NURSERIES AND OUT OF SCHOOL CLUB**

### **NON COLLECTION AND LOST CHILD POLICY**

Barnies is a registered child care facility which aims to meet the needs of both the parent and child. However, the care policies, procedures and operations are always determined by the Children's Act and maintained through the fulfilment of the Child care Standards.

It is Barnies aim to ensure that the children's welfare remains paramount and collection procedures are clearly defined in the Admissions Policy. However, it is important to have both a policy and procedures to be followed when this breaks down.

**NON COLLECTION** - If a child has not been collected by the time of closure Barnies will endeavour to contact the expected person, parent or otherwise, to establish the reason for late collection. If they cannot be contacted then Barnies will approach the people noted as the "emergency contact". If collection cannot be organized with the emergency contact prior to 7.00 p.m. or if the emergency contact is unavailable, cannot be contacted or otherwise then Barnies reserves the right to call the police directly and arrange for the care of the child to be transferred.

**LATE COLLECTION** - Barnies will automatically be concerned if a child has not been collected by the time of closure unless information has already been provided for this occurrence. If the person responsible for collecting a child(ren) is unavoidably detained they are required to contact the setting as soon as possible to make alternative arrangements which may include transporting the child from the setting to an agreed destination. If no contact has been made then the Non Collection Policy applies.

**COLLECTION FROM SCHOOL** – Collections from school can only be made if the appropriate administration is in place, especially signed authorization and contractual agreements. Alternative arrangements outside the contract must be made by the parent to the setting directly prior to the staff arriving at the school.

**EMERGENCY CONTACT DETAILS** - Parents are asked to provide up to date contact details for both themselves and additional emergency contact details incase they cannot be contacted as part of their contract. It is recommended that persons used for this purpose should live within an hour of the site and be able to make arrangements to collect the child. It is the responsibility of the parent to inform Barnies of any changes to contact information and emergency contact details. However, Barnies will endeavour to reconfirm this information at regular intervals.

**LOST CHILD** - Barnies operates stringent procedures for monitoring the whereabouts of children throughout the day. In the unlikely event that a child is lost or runs away whilst under Barnies care then immediate responses will be made. The priority is to ensure that the safety of the children still under care is maintained as well as raising the appropriate alarm. Information relating to the child, last known sighting etc. should be relayed to the police as soon as possible after the child is confirmed lost or missing. In addition, both the parents and the Proprietor should be informed and detail provided of the action being taken. An appointed person will be authorised to start a search in the vicinity the child was last seen. However, communication must still be sustained through the use of a mobile phone and regular contact made between those searching and those still on site. Barnies will co-operate fully with the police and other enforcing bodies to search for the child. A full investigation into the circumstances leading to the disappearance of the child will be taken and if a breach of procedure has been made then the appropriate disciplinary action will be taken.

**NON ARRIVALS** - Barnies also views the non arrival of any child on a contractual or booked day with concern and will endeavour to establish the child's whereabouts thus ensuring that there has been no serious accident or incident with cause for concern.

Barnies operates a confidentiality policy in all aspects of its operations and procedures. This policy is governed by its contents.

This policy will be reviewed on an annual basis or whenever further legislation is introduced which may require amendments to its constitution.