

Herstmonceux Pre School

ADMISSION & COLLECTION POLICY

INCLUDING UNCOLLECTED & LOST CHILDREN

General Legal Requirements

- *The provider must take necessary steps to safeguard and promote the welfare of children*

Specific Legal Requirements:

Providers must obtain necessary information from parents in advance of a child being admitted to the provision, including;

- *Emergency contact numbers;*
- *The child's special dietary requirements, preferences or food allergies the child may have;*
- *The child's special health requirements*
- *Information about who has legal contact with the child; and who has parental responsibility for the child*

Written parental permission must be requested, at the time of the child's admission to the provision, to the seeking of any necessary emergency medical advice or treatment in the future.

ADMISSION

Herstmonceux Pre School is open to every family in the community. We are registered for all year care and education for children over two years of age and open for 46 weeks, closed for two weeks at Christmas, Easter and the last two weeks in August. We also accept children under eight years of age in the school holidays. The Pre School operates a waiting list. The following system is used for accepting children onto the waiting list;

- Numbers – the number of children to be admitted at any one session is up to 36 (Herstmonceux Pre School is registered to take 36 children per session).
- Priority – places are allocated firstly on need, secondly on age and thirdly on locality.

SESSIONAL ADMISSION & SECURITY

Any child left at our setting before the official opening time are left on the understanding that the parent/carer remains responsible for the child until the session begins, however, every measure will be taken to ensure their safety and well-being. The small hall and lounge has a lock on the main door and the only other exit is the fire door. The Pre School requests all visitors to sign the visitors' book, stating their purpose and details of arrival and departure. When children arrive parents or write in the time of arrival onto the 'Arrival' form and when they collect their child again the departure time is recorded - the Pre School staff will complete this if parents forget. All staff record their arrival and departure time for safety and security reasons. There are security CCTV monitors inside and outside of the building, to monitor all persons entering the building and any outdoor activities.

The small hall door is locked behind staff leaving the room to prevent the children leaving the room and intruders entering the room. The indoor and outdoor areas will be checked for safety and security prior to the children arrival. Regular fire drills/evacuations procedures are carried out every eight weeks.

SESSIONAL COLLECTION

When the children are collected by their parents/carers and leave the hall a member of staff will tick them 'out' in our register for security.

We take the register soon after the children arrive; this enables all staff to know how many children are in the hall in case of emergencies.

All staff knows the importance of keeping the door locked at all times to prevent any child leaving or any

adults, not authorised, entering. Parents/carers are able to collect their child at any time during the session; notification in advance is always appreciated.

We expect children to be picked up at the appointed time, if parents fail to do this we will assume an emergency has caused the delay and will instigate our procedure, unless parents contact us to let us know they will be delayed. Parents of children collected up to 15 minutes later than expected will be advised this contravenes our registration and may leave us without insurance cover, they will be reminded of the correct appointed time and asked if there is a genuine reason for the late collection. Parents will be reminded that they should telephone us before the collection time to tell us if they have been delayed.

Persistent lateness in collecting a child from Pre School amounts to abandonment and could be reported to the child protection unit.

Likewise if any adult collecting a child is in an unfit state to be in charge of that child, they should also be reported to the child protection unit. If lateness happens, without genuine reason, more than 3 times in two weeks parents will be advised they risk losing their child's place. A minimum charge for £10.00 per half hour will be made for every incidence of lateness to cover staff cost.

UNCOLLECTED CHILDREN

We expect children to be picked up at the end of their session, if it should not occur we will assume an emergency has caused the delay and will instigate our procedure, unless parents contact us to let us know they will be delayed. If, after 15 minutes after the official end of the session, the parent does not ring, the person in charge will ring all the contact numbers, including the **emergency** contact numbers, on the child's registration form, in case there has been a mix up and the child has been forgotten. At all times two members of staff will supervise the child and offer them as much support and reassurance as is necessary. Staff will not release the child to an unauthorised person unless an authorised person telephones to state, that because of an emergency, a different person will be collecting the child. The authorised person should give the name and address and physical description of the person collecting the child so that the person in charge can check this before allowing the child to leave. The person collecting the child will also be asked for the child's unique password for additional security when collecting the child. If after 30 minutes the child has not been collected then the person in charge will ring the Social Services Assessment Team.

In the event of the Social Services being called, and responsibility for the child being passed to a child protection agency, the person in charge will attempt to leave a telephone message with the parent/carer's answerphone, reassuring them of their child's safety, and giving them a contact number to enable them to ascertain their child's whereabouts.

In the event of Social Services advising that we should involve the police, we will work closely with the police, to enable them to resolve the situation.

Under no circumstances will a child be taken to the home of a member of staff, or away from the setting unless absolutely necessary, in the course of waiting for them to be collected at the end of the session. The child will remain in our care until they are collected by the parent, carer, designated adult, or alternatively placed in the care of Social Services.

If a child is to be collected by anyone other than the usual parent/carer a record (*written permission*) of this should be made by the parent/carer on the **Collection Form** provided on the table and a member of staff must be informed; it is the parents responsibility to inform the adult collecting their child the child's unique **password** (*on registration and contract form*), staff will ask the adult collecting a child for this before releasing the child. No child will be released until sufficient checks have been made and the adult is in a fit state to be in charge of the child, this is to ensure the child's welfare.

Pre-schools have a duty under the Children Act 1989 and the Human Rights Act, to protect children and act in their best interests.

LOST CHILDREN PROCEDURE:

We have many procedures in place to avoid this happening;

- ❖ Arrival form completed by parents/carers at the beginning of each session
- ❖ Registration is taken at the beginning of each session and in every emergency situation
- ❖ Two members of staff is 'on the doors' to ensure children do not leave without parents/carers
- ❖ Children are escorted to and from toilets by staff during the sessions.
- ❖ The door will be locked behind staff
- ❖ During the session a check will be made to confirm number of children
- ❖ At the end of each session one member of staff stands by the entrance to the small hall observing the children and ensuring they leave with the designated adult and another member of staff will stand by the corridor double fire doors and mark each child's departure in the register.
- ❖ All staff are very vigilant to the whereabouts of the children during the sessions.

In the event of a missing child a systematic search will be made by a minimum of two members of staff

within the village hall and the immediate outdoor area, the remaining staff will stay with the other children and keep them calm by entertaining them with a story, singing etc. A double check of the register will be made and if a child is definitely missing we will contact the police and the child's parents immediately. Parents will be asked to bring a recent photograph to help aid the search. Once the incident has been resolved, the manager and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular attention to reviewing security on site). In form all relevant parties of findings, implications and outcomes of review. All incidents of children going missing from the setting will be recorded on an incident form; Ofsted will be notified by telephone within 24 hours, followed by a written report within 7 days.

This policy was adopted by Herstmonceux Pre School 5th September 2008

Signed by Proprietor/ Manager.....Mrs K Hathaway

Review date:
Comments:

By Whom:

Review date:
Comments:

By Whom: