

Non-Collection of Children Policy (Updated EYFS September 2025)

Policy Statement: At Butterflies Nursery, the safety and well-being of the children in our care is our top priority. This policy outlines our procedures for handling situations where a child is not collected at the agreed-upon time, ensuring the child's safety, security, and appropriate care in line with EYFS 2025 requirements.

Parental Responsibility:

- Parents or legal guardians are responsible for ensuring the timely collection of their child at the agreed-upon pick-up time.
- Parents must inform the setting in advance of any changes to regular pick-up arrangements or if someone else will be collecting the child on their behalf.

Collection Procedures:

- If a child is not collected at the agreed-upon time, the setting will immediately attempt to contact the parents or legal guardians using the provided contact information.
- If the parents or legal guardians are unreachable, the setting will contact emergency contacts listed on the child's registration form.
- All contact attempts, including times, methods, and responses received, will be documented clearly.

Extending Care:

- If reasonable attempts to contact parents, legal guardians, and emergency contacts fail, the setting will continue to care for the child until suitable arrangements are made.
- The setting will ensure the child's comfort, safety, and emotional well-being during this extended care period.

- Documentation will include the duration of extended care, activities provided, and any relevant observations concerning the child's welfare.

Emergency Services:

- If all attempts to reach the parents, legal guardians, and emergency contacts are unsuccessful and extended care is no longer possible, the setting will promptly notify the appropriate local authority and emergency services.
- The setting will adhere to the guidance and instructions given by the authorities to ensure the child's ongoing safety and protection.

Records and Documentation:

- Accurate records of non-collection incidents, including attempts to contact parents or emergency contacts, duration of extended care, and communications with authorities, will be maintained.
- These records will be kept confidential, securely stored, and comply with data protection guidelines.

Communication with Parents:

- After resolution, the setting will discuss the non-collection incident with parents or legal guardians, addressing any concerns and identifying measures to prevent future occurrences.
- Emergency contact information will be reviewed and updated as necessary.

Alignment with EYFS 2025 Changes:

- Our procedures emphasise clear communication, comprehensive documentation, and prompt safeguarding responses, ensuring compliance with EYFS 2025 standards. We focus on maintaining children's emotional and physical well-being throughout any incidents.

Review and Monitoring:

- This policy will be reviewed annually or more frequently if required, to ensure effectiveness and compliance with legislative changes and local guidelines.
- Feedback from parents, staff, and external agencies will be welcomed to continuously enhance our non-collection procedures.

Signed: Chrissie Day

Date: 2nd July, 2025