**Busy Bodies Child Care Centre Ltd**

**Collection Policy for Parent/Carer Under the Influence**

This situation must be handled diplomatically if the childcare is to succeed in four clear goals.

1. To persuade the parent/carer they are not in a fit state to cope with the child’s needs.
2. To persuade the parent / carer not to drive
3. To ensure the child / children are not upset.
4. To manage the incident so tactfully that you retain your professional relationship with the family.

**Procedure**

Staff should report their suspicion to the most senior member of staff on duty. That person should confront the parent / carer discreetly and take them aside for a quiet word to help them recognise there is a problem (a parent /carer under the influence should never be confronted alone so ensure an additional member of staff is nearby).

It is important initially to see if you can work together to find a solution to the problem and offer help if needed e.g. to call an emergency contact to collect, etc.

On the next meeting, treat them normally, there was a problem and you helped the deal with it. Avoid being disapproving or over familiar.

A routine offender would be asked to meet with the Nursery Manager. The outcome of this meeting could be new plans in place around collection or Early Help Meetings.

A member of staff who feels under threat at any stage should contact the police.

If staff cannot find other carers / an emergency contact then the uncollected child procedure will come into affect.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed……………………………………………………….

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