



Uncollected Child Policy

In the event that a child is not collected by an authorised adult at the end of a session/day, the pre-school puts into practice agreed procedures. These ensure the child is cared for safely by staff members within the setting who are known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

Parents/carers of children starting at the setting are asked to provide specific information which is recorded on our Registration Form, including: -

- home address and telephone number
- Place of work, address and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent
- Who has parental responsibility for the child - information about any person who has been legally barred from access to the child.
- Information about any person who does not have legal access to the child.

On occasions when parents/carers are aware that they will not be at home or in their usual place of work, they should let us know how they can be contacted and we will record it in our register.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they must inform a member of staff. We agree with parents that we will verify the identity of the person who is to collect their child with the password the parents have given.

Parents/carers must inform us if the person due to collect their child is unable to do so we can make arrangements to provide care for the child.

We inform parents that we will apply our safeguarding procedures as set out in our safeguarding policy in the event that their children are not collected from the setting by an authorised adult within 1 hour after the setting has closed and the staff can no longer supervise the child on the premises.

If a child is not collected at the end of the session we will follow the procedures below.

- The child's file is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the registration form - are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the registration form.
- If no one collects the child within 30 minutes of their expected collection time and there is no named contact who can be contacted to collect the child, we apply the procedures for uncollected children.
- If we have any cause to believe the child has been abandoned we contact the local authority children's social care team on **01629 533190**. If the children's social care team is unavailable we will contact the local police on **101**.
- After an additional 15 minutes if the child has not been collected we will contact the above statutory agencies again.

- The child stays at setting in the care of two fully vetted staff members, one of whom will be our manager or deputy manager, until the child is safely collected either by the parents or by a social worker, or by another person specified by social care.
- Social care will aim to find the parent or relative, if they are unable to do so, the child will be looked after by the local authority.
- Under no circumstances will staff go to look for the parent, nor leave the setting premises with the child.
- We ensure the child is not anxious and we do not discuss any concerns in front of them.
- A full written report of the incident is recorded in the safeguarding file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed on 0300 123 1231

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Approved by Claire Ganthony & Sue Rix (Trustees) Dec 2018