



Uncollected Child

Policy statement

In the event that a child is not collected by an authorised adult at the end of the session or day the setting puts into place agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is 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 of children starting at the setting are asked to provide the following specific information which is recorded on our Registration Form (Pre-School)/ New Pupil Form (Reception class):

- Home address and telephone number- if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
- Place of work, address and telephone number (if applicable).
- Mobile telephone number (if applicable).
- Names and telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent. **Children will only be released into the care of individuals named by the parent.** Written details of names of people with permission to collect children from school will be kept in the classroom.
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.
 - On occasions when parents are aware that they will not be at home or in their usual place of work they inform us in writing of how they can be contacted.
 - On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child they provide us with written details or a telephone call with details of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child e.g. code word or photograph.

- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.
- We inform parents that we apply our child protection procedures in the event that their children are not collected by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.

If a child is not collected at the end of the session or day, we follow the following procedures:

- The message book (reception class) or register (Pre-school) 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, authorised adults named by the parents will be contacted using the telephone numbers given.
- 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.
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child we apply the procedures for uncollected children:
- We contact our local authority children's social services care team.
- The child stays at the setting in the care of an authorised person (Reception)/ 2 Key Persons (Pre-school) until the child is safely collected either by the parents, other named person or by a social care worker.
- Social care will aim to find the parents or relative. If they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances will staff go to look for the parent, nor do they take the child home with them.
- A full written report is recorded in the child's file.

Review Date: September 2018