

# Uncollected Child Policy

The principles set out in this policy should always be followed.

\*Please also see the Pre-School's safeguarding and record keeping policies\*

## **This policy aims to ensure;**

- Our duty to safeguard children is maintained
- That the setting is not exposed to legal risk
- Minimal distress is caused for an uncollected child

**\*In the event that a child is not collected by an authorised adult at the end of a session, we put into practice agreed procedures. These procedures ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. 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\*.**

## **Responsibilities and expectations**

1. Prior to a child starting at the Pre-School their parents/carers are asked to provide the following specific information which is recorded on our Registration Form:
  - 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, addresses, telephone numbers and signatures 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 does not have legal access to the child.
2. 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.
3. 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 of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify or identify of the person who is to collect their child.

4. 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.
5. We inform parents that we apply our child protection procedures in the event that their children are not collected from setting 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 day/session, we follow the following procedures:**

1. The child's file is checked for any information about changes to the normal collection routines.
2. If no information is available, parents/carers are contacted at home or at work.
3. 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.
4. 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 or in their file.
5. If no-one collects the child after the setting has closed and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children. We contact the local Multi Agency Safeguarding Hub: Tel 0345 1551071 (9am to 5pm) or  
Out of Hours emergency team: Tel 0345 6000388 (5pm to 9am)  
to share our concerns.  
Staff in the Pre-School will always act on the advice given by the MASH team.
6. The child will stay at setting in the care of two staff who have been DBS checked until the child is safely collected either by the parents or by a Social Worker as instructed by the MASH team, or local Social Care Team.
7. The agencies which become involved will aim to find the parent or relative but if they are unable to do so, the child will become looked after by the local authority to ensure their safety.
8. Under no circumstances will staff go to look for the parent, nor do they take the child home with them.
9. A full written report of the incident will then be recorded in the child's file.
10. Ofsted will be notified of the incident within 14 days.

**\*\*\* ALL HOURS OR PART HOURS WITHOUT EXCEPTION THAT A CHILD IS 'UNCOLLECTED' WILL BE CHARGED TO THE PARENT/ CARER AT THE CURRENT FEE RATE. A MINIMUM CHARGE OF 1 HOUR WILL BE MADE, AND BE PAYABLE WITHIN 28 DAYS \*\*\***

This policy was adopted on: 7<sup>th</sup> February 2023

Name of Pre-School: St Joseph's Pre-school Unit

Signed on behalf of the management:

Role of signatory: Manager

Date policy to be reviewed: March 2023