

Uncollected Child Policy

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

Please also see the Pre-School's safeguarding policy

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

***If a child is not collected by an authorised adult by closing time and there has been no contact from the parent/carer, or there are concerns about the child's welfare then this procedure is followed. 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*.**

Procedures

- The designated safeguarding lead or deputy is informed of the uncollected child as soon as possible and attempts to contact the parents/carers by phone.
- If the parents/carers cannot be contacted, the designated safeguarding lead will use the emergency contacts on the child's registration form to contact a known carer of the situation and arrange collection of the child. St Joseph's Pre-School Unit will endeavour to get more than two emergency contacts were possible at registration.
- After one hour, the designated safeguarding lead or deputy will contact the local social care out-of-hours duty officer if the parents/carers or other emergency contacts cannot be contacted and there are concerns about the child's welfare or the welfare of the parents/carers.
- The designated safeguarding lead will arrange for the collection of the child by social care.
- Where appropriate the designated safeguarding lead may also notify police.

Members of staff at St Joseph's Pre-School Unit **do not:**

- go off the premises to look for the parents or carers
- leave the premises to take the child home, or to another carer.

- offer to take the child home with them to care for them in their own home until contact with the parent/carer is made.
- a record of conversations with parents/carers will be made and recorded on the child's file with parents/carers being asked to sign and date the recording.
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- This is logged on the child's personal file along with the actions taken. 06.1c Confidential safeguarding incident report form should also be completed if there are safeguarding and welfare concerns about the child, or if Social Care have been involved due to the late collection.
- If there are recurring incidents of late collection, a meeting is arranged with the parents/carers to agree a plan to improve timekeeping and identify any further support that may be required.

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.

***** 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 *****