



## UNCOLLECTED CHILD POLICY

Member of staff responsible	Caroline McKellar
Committee member responsible	Liz Fellman/Gosia Rumsey
Date agreed with staff	
Date agreed at Committee	
Signed on behalf of Committee	
Print name & date	
Frequency of policy review	Annual
Date next review due	May 2010

### Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	April 2009	Checked against PSLA guidelines
1.1	April 2009	Added EYFS key themes and commitments

## Statement of intent

In the event that a child is not collected by an authorised adult at the end of a session/day, the setting puts into practice 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.

## EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.4 The wider context	

## Procedures

- Parents of children starting at the setting 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.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they should inform us in writing of how they can be contacted.
- On occasions when the parents or the persons normally authorised to collect the child are not able to collect the child, they should 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 the identity of the person who is to collect their child (for example, a password system).

- If parents are unable 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.
  
- In the event that children are not collected from the 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 we will apply our child protection procedures as set out in our safeguarding children and child protection policy.
  
- If a child is not collected at the end of the session/day, we follow the following procedures:
  - The child's file is checked for any information about changes to the normal collection routines.
  - If no information is available, we will attempt to contact parents/carers using all contact numbers provided.
  - If this is unsuccessful, we will attempt to contact those adults who are authorised by the parents to collect their child from the setting and whose telephone numbers are recorded on the Registration Form.
  - 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.
  - 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 following procedures for uncollected children.
  - We contact our local authority children's social services care team on 01249 444321. (out of hours 0845 807 0888)
  - The child stays at the setting in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social care worker.
  - Social Care will attempt 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 should staff go to look for the parent or take the child home with them.
  
- A full written report of the incident is recorded in the child's file.
  
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff

- Depending on circumstances, it may be appropriate to inform Ofsted (0845 640404) and the PSLA ( 01380 726440)