

Tickton Pre-school And Tickton Play Pals Uncollected Child Policy



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Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS) and the (ERSGB) Safeguarding Tool Kit.

Quality and Consistency.
A Secure Foundation.
Partnership Working.
Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

Working together to safeguard children.

EYFS.

Policy statement:

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 to the child 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.

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Procedures:

Parents of children starting at the setting are asked to provide the following specific information which is recorded on their registration Forms:

- Home address
- 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 child-minder or grandparent.
- Names and contact numbers of any Social care/ Health care workers involved with the child and family.
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.
- A family emergency password.

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 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 – **usually via password.**

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 all parents/carers with our contact telephone number.

We inform parents/carers that we apply our child protection procedures as set out in our child protection policy 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 session/day we follow the following procedures:

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- The child's file and setting diary is checked for any information about changes to the normal collection routines. The 'Hand over' records between Play Pals and Pre-school are also checked for any information.
- If no information is available, parents/carers are contacted at home or at work.
- If this action is unsuccessful, the adults who are authorised by parents to collect their child/ren 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 must never leave the premises with anyone other than those named on the Registration Forms in their confidential file or expressed via written and signed/dated consent from a parent/carer.
- If no authorised person collects the child after one hour and no authorised person 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: 01482 395500.
- **The manager of the setting must be contacted immediately if not at setting (01964 501914).**
- The child/ren must stay at setting in the care of two fully-vetted workers until the child is safely collected either by the parents or by an authorised social care team worker.
- The Social Care team will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file, dated and signed.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- The manager of the setting will inform Ofsted of the incident.