

## Uncollected Children policy

**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 experience 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.

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 -

- We will ask parents of children starting at the pre-school to provide specific information which is recorded on our Collection Form, which includes:-
  1. Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour's;
  2. Place of work, address and telephone number.
  3. Mobile telephone number (if applicable).
  4. Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from Pre-school, for example a childminder or grandparent.
  5. Who has parental responsibility for the child.
  6. 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 places 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 clarify the identity of the person who is to collect their child through a 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 parents with our contact telephone number - 01535 275534.
- We apply our child protection procedures as set out in our child protection policy in the event that their child is not collected from pre-school by an authorised adult within 30 minutes after pre-school has closed or if 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:
  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 pre-school - and whose telephone numbers are recorded on the Collection Form - are contacted.
  4. If no-one collects the child after 30 minutes and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
  5. We contact our local authority children's social service care team on 01274 437500.
  6. The child stays at pre-school in the care of two fully-vetted workers until the child is safely collected either by the parents or social care worker.
  7. 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.
  8. Under no circumstances do staff go to look for the parents, nor do they take the child home with them.
- A full written report of the incident is recorded in our Incidents Book.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed on 08456 404040
- Our local Pre-school Learning Alliance Development Worker may also be informed on 01274 563311.

**This policy was adopted at a meeting of Wilsden Pre-school**

**Held on .....**

**Signed on behalf of the management committee by.....**

Revised October 2009