

SAFEGUARDING CHILDREN UNCOLLECTED CHILDREN

Policy statement

In the event that a child is not collected by an authorised adult at the end of a session, 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 child will be properly cared for.

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 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 of adults who are authorised by the parents to collect their child from the setting.
 - 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 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 a password that will be asked and when this is verified only then will the child be released into the care of the adult.
 - Parents are informed that if they are not able to collect the child as planned, they must inform us so that we may begin back-up measures. We provide parents with our contact telephone number. In an emergency the number is: **07796 124 721**
 - We inform parents that in the unlikely event that they are more than half an hour late emergency numbers will be contacted. If a child has not been collected within forty-five minutes after the setting has closed and the staff can no longer supervise the child on our premises, we follow the following procedures:
 - The child's file is checked for any information about changes to the normal collection routines or our 'Today's messages' board.
 - If no information is available, parents/carers are contacted at home or at work.
 - 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.
 - All reasonable attempts are made to contact the parents or nominated carers.
 - If no-one collects the child after forty-five minutes and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
 - We contact our local authority Family Support Local Offices team:
- 01202 877445
- 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.

- Family Support Local Office 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 to 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.

June 2018
This policy was adopted on: _____
June 2019
Date to be reviewed: _____
<i>Karen Richardson (Treasurer)</i>
Signed on behalf of the Committee: _____

Changes Made: Y/N