

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.



1.4 Uncollected child

Policy statement

In the event that a child is not collected by an authorised adult by their expected collection time, [we/I] put into practice agreed procedures. The child will receive 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.

Procedures

- Parents are asked to provide the following specific information when their child starts attending our setting, 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 inform us in writing in our message book 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, e.g. 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. Our contact telephone number is 07941796958 (07806678922 if pre-school leader is away). If a child is not collected at their expected collection time, we follow the procedures below:
 - The message book and the contact mobile phone messages are checked for any information about changes to the normal collection routines.
 - 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 - and whose telephone numbers are recorded as an emergency contact on the Registration Form - are contacted.
 - 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.
- If no-one collects the child within 30 minutes of their expected collection time and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact the local authority children's social care team:
If the children's social care team is unavailable [or as our local authority advise] we will contact the local police.

03005551384

(professional helpline at Hants direct 01329225379)

Or the out of hours duty officer (where applicable): **0335551373**

- After an additional 15 minutes if the child has not been collected, we will contact the above statutory agencies again.
 - The child stays at the setting in the care of one of our fully-vetted workers until the child is safely collected either by the parents or by a social care worker. If the pre-school leader is not present and the parent hasn't arrived by 3.25pm (no messages sent by the parent) then the member of staff should ring a committee member (tel. no. can be found inside the locked wall cupboard). The committee member will then come to pre-school to wait with the member of staff until the child is safely collected.
 - Social care 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 will we go to look for the parent, nor leave the setting premises with the child unless it is to stay in the main school reception area. In this case a note is put on the pre-school door informing parent or carer where the child is.
 - We ensure that the child is not anxious and we do not discuss our concerns in front of them.
 - A full written report of the incident is recorded in the incident / concerns file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked.
 - Ofsted may be informed:

03001231231

(telephone number)

This policy was adopted by

Oliver's Battery Pre-school CIO

On

5th August 2019

(date)

Date to be reviewed

September 2020

(date)

Signed on behalf of the provider

Name of signatory

Alison Cochrane

Role of signatory (e.g. chair, director or owner)

Chair of trustees

Other useful Pre-school Learning Alliance publications

- Safeguarding Children (2013)