

1. Safeguarding Children

1.4 Uncollected child

In the event that a child is not collected by an authorised adult at the end of a session, we will put 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.

Procedures

- Parents of children starting at the setting are asked to provide the following specific information which is recorded on our Admissions 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 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 & legal contact with 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 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 will preferably provide us with written details of the name, address and telephone number of the person who will be collecting their child (however, we understand that in extenuating circumstances a telephone call may be the only way of providing us with this information). If the identity of the person collecting the child is unknown to us, we will agree with parents how to verify the identity of the person who is to collect their child.
- We inform parents 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 half an 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, we follow the following procedures:
 - Checks will be made with all staff to ascertain whether alternative collection arrangements have been verbally made.
 - 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 Admissions Form - are contacted.
 - If we are unable to contact authorised adults we will proceed by contacting our local authority children's social services care team:
0300 123 1620
- The child stays at setting in the care of two DBS checked Staff or Committee members until the child is safely collected either by the parents, authorised adult or by a social care worker.
- If a child is not collected within half an hour of the end of session a late collection report 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.

<u>Adopted by:</u>	<u>Signature:</u>	<u>Date:</u>	<u>Position:</u>
<u>H Budd</u>		22/08/2017	manager
Policy Review Date: August 2019			