

# Uncollected Child

## Safeguarding and Welfare Requirement: Child Protection

The provider must take necessary steps to safeguard and promote the welfare of children.

### EYFS key themes and commitments

The Themes and Principles describe the features of our practice on which the Early Years Foundation Stage is based. They emphasise that the child is of first importance and that all relationships, experiences and the environment together influence how the child will develop, plan and learn. [http://www.foundationyears.org.uk/files/2011/10/EYFS\\_Principles1.pdf](http://www.foundationyears.org.uk/files/2011/10/EYFS_Principles1.pdf).

**A Unique Child – 1.3 keeping safe, 1.4 Health and Well Being**

**Positive Relationships – 2.2 Parents as partners**

**Enabling environments – 3.4 The wider context**

### Statement of intent

At Yaxley & Mellis Pre-School we work closely with the children and parents to ensure that all the children have the very best start in life and are kept safe. In the event that a child is not collected by an Authorised Adult at the end of a session/day, the pre-school will put into practice agreed procedures in accordance with this policy. An Authorised Adult is a parent, friend or relative who has been appointed by the child's parent or guardian on the pre-school's admission form. Our policy ensures that the child is cared for safely by an experienced and qualified practitioner who is known to the child. The pre-school will ensure that the child receives a high standard of care whilst awaiting collection in order to cause as little distress as possible. We inform parents of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### Expectations of Parents

- Parents of children joining Yaxley & Mellis Pre-School, 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).
  - Security collection password.
  - Names, addresses and 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.
  - Information about any person who does not have legal access to the child.
  - Any court orders in force which relate to the child.
- Alternative contact details for when parents are aware that they will not be at home or in their usual place of work.
- Written details of the name address and telephone number of the person who will be collecting their child on occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with. Parents will agree with the pre-school, as to how we will verify the identity of the person who is to collect their child. The child's security password will also be required.
- In the event that parents are not able to collect their child as planned, they must inform the pre-school so that back-up measures can be put in place. Parents are provided with our contact telephone number on all written correspondence.

Parents are informed that the pre-school applies its child protection procedures as set out in our Child Protection and Safeguarding Policy. We apply our child protection procedures in the event of a child not having been collected by an authorised person 15 minutes after the end of their session/day, the following procedures are followed:

### **Procedure for Uncollected Children**

We expect children to be picked up promptly at the end of the pre-school session/day. If this does not occur we will assume an emergency has caused the delay and will instigate our procedure, unless parents have previously informed us that there may be a delay in collection. Parents who will be collecting their children more than 15 minutes later than our finishing time of 3.00pm are reminded to telephone us, if they are going to be delayed.

For children who are not collected at the expected time, the following procedure will be implemented:

- Staff will check the answer phone to see if any messages have been received.
- The child's file is checked for any information about changes to the normal collection routines.
- If no information is available, staff will call the parents on the given contact numbers.
- If this is unsuccessful, the emergency contacts authorised by the parents to collect their child will be contacted.
- All reasonable attempts are made to contact the parents and/or authorised persons.
- The child does not leave the premises with anyone other than those named on the admission form or in their file.
- If the child has still not been collected 1 hour after the appointed time, and no contact has been established with the parents or emergency contacts; we apply the procedures for uncollected children.

We contact our local authority children's social services care team:

Telephone No: Customer First Free phone No: 0808 800 4005

- Two members of staff must remain with the child at all times until the child is safely collected either by the parents or by a social care worker.
- Under no circumstances will staff go to look for the parent/carer, nor will they take the child home with them.
- 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.
- A full written report of the incident will be recorded in the child's file.
- Depending on circumstances, the pre-school reserve the right to charge parents for the additional hours worked by our staff.
- Depending on circumstances Ofsted may be informed: 0300 123 1231.
- All late collections are recorded and the parent or authorised persons collecting the child must sign to acknowledge their lateness.
- Continual lateness will be viewed as a child protection issue.

Policy updated January 2017

Other Policies Linked to this Policy  
Safeguarding and Child Protection  
Charging