

Safeguarding and Welfare Requirement: Child Protection

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

5.2 Uncollected child

Policy statement

In the event that a child is not collected by an authorised adult by their expected collection time, we 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 in our child files through a secured online data system – Nursery in a box
 - 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, or the persons normally authorised to collect the child, are not able to collect the child, they provide the manager or deputy with a full name of the person who will be collecting their child. They must be over the age of 16 and know your pre-arranged private password. The person must be listed as unauthorised person in your children's file. In an emergency a person who is not listed can still pick up your child as long as the above information is in place.
- 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 01279 444281.
- If a child is not collected at their expected collection time, we follow the procedures below:
 - 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 on the Registration Form - are contacted.

- All reasonable attempts are made to contact the parents or nominated carers. We will do every 15 mins until contact has been made or if no contact is made the following procedures are taken.
 - The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
 - 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 will contact the local authority children's social care team and report child as an **abandoned child** **If the children's social care team is unavailable our local authority advises we will contact the local police**
 - The child stays at the setting in the care of two of our fully-vetted workers, one of whom will be our manager or deputy manager until the child is safely collected either by the parents or by a social care worker.
 - 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. 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 child's file.
- Depending on circumstances, **we reserve the right to charge parents for the additional hours worked.**

This policy was adopted by

Buzzee Beez preschool ltd

On

01/04/2016

Date to be reviewed

01/04/2017

Signed on behalf of the provider

Name of signatory

Gaynor Baker

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

Manager

Other useful Pre-school Learning Alliance publications

- Safeguarding Children (2013)