



## **Safeguarding Children**

### **CP8 Uncollected child**

#### **Policy statement**

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

#### **Procedures**

- Parents are asked to provide the following specific information 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 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.
- 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 provide us with written details of the name and telephone number of the person who will be collecting their child. We agree with parents a password in order to verify the identity of the person who is to collect their child.
- 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. We provide parents with our contact telephone number.
- 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 30 minutes after the setting has closed and the staff can no longer supervise the child on our premises.

If a child is not collected by closing time, or the end of the session/day and there has been no contact from the parent, or there are concerns about the child's welfare then this procedure is followed:

- The designated person is informed of the uncollected child as soon as possible.
- The child's file is checked for any information about changes to the normal collection routines.
- If no changes are recorded, the designated person will wait for 15 minutes, after the end of the session, before attempting to locate the parent/carer by telephone.
- 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.
- 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 after 30 minutes and there is no-one who can be contacted to collect the child, the designated person will apply the procedures for uncollected children.
- We contact our local authority children's MASH team:  
01702 215007 (main switchboard) (Telephone number)

- The child stays at 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.

- MASH 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.

Members of staff do not:

- Under ANY circumstances do staff go to look for the parent.
- Leave the premises to take the child home or to a carer
- Offer to take the child home with them to care for them in their own home until contact with parents is made.
- Staff make a record of the incident in the child’s file using. A record of conversations with parents should be made, with parents being asked to sign and date the recording.
- This is logged on the child’s personal file along with the actions taken CP2c Confidential safeguarding incident report form should also be completed if there are safeguarding and welfare concerns about the child, or if Social Care have been involved due to the late collection.
- If there are recurring incidents of late collection, a meeting is arranged with the parents to agree a plan to improve timekeeping and identify any further support that may be required.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed:  
[0300 123 1231](tel:03001231231)
- Our local Early Years Alliance office/Pre-school Development Worker may also be informed.  
[Jeanette Mostyn \(07395247788\)](mailto:Jeanette.Mostyn@eearlyyearsalliance.org)

This policy was adopted at a meeting of

Little Fishes Pre-School

Held on

20/9/11

Date to be reviewed

Reviewed: Autumn 2022

Next Review: Autumn Term 2023

Signed on behalf of the management  
committee

Vicky Baker – Chair

Tracy Parkins - Manager

**Other useful Early Years Alliance publications:**

- Working together to Safeguard Children (2018)