

Little Elves Community Pre-School Ltd

Safeguarding Children

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 practitioners who are 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.4 The wider context	

Procedures

- Parents of children starting at the setting 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, 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 of how they can be contacted in their communication book.
- 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 in their communication book. We agree with parents how to verify the identity of the person who is to collect their child and request that this person will be able to give the password when questioned.
- The key person will check the communication book for any changes to collection and will write them in the staff communication book for consistency of care.
- Parents are informed that if they are not able to collect the child as planned, they must inform us as a matter of urgency. We provide parents with our contact telephone number: 01252 625332.
- We also inform parents that, in the event that their child is not collected from our setting by an authorised adult and the staff can no longer supervise the child on our premises, we apply our child protection procedures as set out in our safeguarding children policy.
- If a child is not collected at the end of the session/day, we follow the following procedures:
 - The communication book is 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 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 the communication book.
 - If no-one collects the child after thirty minutes and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
 - We contact our local authority children's social services care team on 0300 555 1384.
 - 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.
 - We do not have full access to the premises after 3.30pm Monday – Friday. The child will be supervised outside of the building until alternative collection has been arranged. The parent will be issued with an alternative contact number in these circumstances.
 - 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 do staff go to look for the parent, nor do they take the child home with 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 by our staff. This will be £25 for the first fifteen minutes and £5 for every five minutes thereafter.
- Ofsted may be informed: 0300 123 1231.

This policy was adopted at a meeting of	Little Elves Community Pre-School Ltd
Held on	16 May 2018
Date to be reviewed	Annually
Signed on behalf of the management committee	
Name of signatory	Sam Couzens
Role of signatory (e.g. chair/owner)	Chair