



Spinney Pre-School Uncollected Child Policy and Procedure

Statement of intent

In the event that a child is not collected by an authorised adult (Ages 18 years or above, unless they have parental responsibility) at the end of a session, 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.

Methods

- Parents/Carers of children starting at the setting are asked to provide specific information which is recorded on our Registration form, including:
 - home address and telephone number – if the parents/carer do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative
 - mobile telephone number (if applicable)
 - names, telephone numbers and relationship who are authorised by the parents/carers to collect their child from the setting, for example a childminder or grandparent or friend.
 - details of parents/carers
 - those who have parental responsibility for the child
- Parents/Carers 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 procedures. We always provide parents/carers with our contact telephone number. We also inform parents/carers that – in the event that their children are not collected from the setting by an authorised adult and the staff can no longer supervise the child on our premises – we apply our Safeguarding procedures as set in our Safeguarding & Child Protection policy.
- If a child is not collected within fifteen minutes of the end of the session, we follow the following procedures.
 - The main parent/carer who usually collects the child will be contacted by telephone.
 - If this is unsuccessful, the next emergency number of the adult who is authorised by the parents to collect their child from the setting – and whose telephone numbers are recorded on the registration form – are contacted. If no reply then the third emergency number will be contacted.
 - If no contact can be made, staff will continue to call all three numbers until contact can be made.
 - If no one collects the child by 12.30pm (after the morning session) and 15.30pm (after the afternoon session) and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children.
 - We contact the local authority social services department - ICART
 - The supervising member of staff and another member of staff will remain with the child in the setting and wait with the child until collection by a designated adult or social services.
 - We will take advice from Social services who may try to find the parent/carer or relative, if they are unable to do so, the child will be admitted into the care of the local authority.
 - Under no circumstances are staff to go out to look for the parent/carer or relative, 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 staff.
 - Ofsted may be informed via telephone on 0300 123 1231

This Policy was adopted at a meeting of the Pre-School held on (date) _____

Signed on behalf of the Pre-School _____