

Safeguarding and Welfare Requirement: Child Protection

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

1.4 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 pre-school put into practice agreed procedures. These ensure that the child is cared for safely by experienced and qualified practitioners who are known to the child.

We inform parents/carers of [our/my] 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/my] setting, which is recorded on [our/my] Registration Form:
 - Home address and telephone number
 - 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 persons normally authorised to collect the child are not able to collect, they provide us with a name and telephone number (address also if someone completely unknown to us) of the person who will be collecting their child. We will agree with parents how to verify the identity of the person who is to collect their child.

We ask parents to inform us as soon as possible if they are unable to collect their child as normal; all parents are provided with a card that has the pre-school telephone number.

- We will contact parents/carers at home/work.

If unsuccessful

- We will make contact with authorised contacts given on the Registration Form.
- If unsuccessful

- All alternative numbers will be contacted. All reasonable attempts will be made to contact parents or the authorised carers.
- The child will not leave the premises with anyone other than those named on the registration form.
- If no one collects the child after one hour or that no one can be contacted in this time then the pre-school Manager/Deputy will contact the local authority social services team.

Central Referral Unit: 0300 123 1166 (out of hours 01208 251200)

The South West Child Protection Procedures website www.sxcpp.org.uk

The child will stay at the setting in the care of two qualified staff until the child is safely collected by either 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.

A full written report of the incident will be recorded and placed with the child's records.

Depending on circumstances, we reserve the right to charge a late collection fee.

Ofsted may be informed.

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