



Uncollected Child Policy

Safeguarding Children

Updated 4th April 2023

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 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.

Procedures

Parents of children starting at the setting are asked to provide the following specific information which is recorded on our Registration Form:

- Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent
- Any person who has parental responsibility for the child
- Information about any person who does not have legal access to the child
- A photograph of the authorised person picking up 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 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, address and telephone number of the person who will be collecting their child. We agree with parents how 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 setting has closed and the the child on our premises.



adult within one hour after the staff can no longer supervise

If a child is not collected at the end of the session/day, we follow the following procedures:

- The whiteboard is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted. 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 MMC or 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 MMC/ Registration Form or in their file.
- If no one collects the child after one hour 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 Care Team**.
- Out of hours duty officer number **020 7373 2227**
- The child stays at setting in the care of two fully-vetted staff 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 be looked after by the local authority.
- Under no circumstances do staff look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded on the child's record.
- 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