

Collaton St Mary Pre-School

The Parish Rooms, Blagdon Road, Collaton St Mary, Paignton. TQ3 3YA

Uncollected Child Policy

Policy statement

In the event that a child is not collected by an authorised adult at the end of a Pre-school session, we put 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.

Procedure

Parents of children starting at Collaton St Mary Pre-school are asked for specific information which is recorded on our registration form. This includes:

- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given.
- Mobile telephone number (if applicable)
- Place of work, address and 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.
- A password that can be used for collecting a child in the event that a child is not collected by an authorised adult..
- 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, and this information will be kept in the child's information file, with the collection permission information.

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, and this information will be kept in the child's information file, with the collection permission information. 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. If an adult (not the parent or an authorised adult on the child's collection permission form) is collecting a child, then a password is required from the parent to allow the child to leave the setting.

We also inform parents that in the event that their child is not collected from Pre-School by an authorised adult and the staff can no longer supervise the child on our premises, we apply our child protection procedures.

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- If a child is not collected at the end of the session, we follow these procedures:
- The child's file 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 forms are contacted.
- All reasonable attempts are made to contact the parents or nominated carers on the registration forms.
- The child stays at Pre-School in the care of two fully vetted workers until the child is safely collected.
- The child does not leave the premises with anyone other than those named on the registration forms.
- If no-one collects the child after the setting has closed and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- After an hour the designated manager will contact MASH (Multi Agency Safeguarding Hub 01803 208100. Out of hours telephone number 0300 4564876, who will act in a coordinating role and we will follow their advice. Ofsted may also be informed: 0300 1231231 (telephone number) Where appropriate the designated Pre-school manager for the day will also notify the police.
- 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 will staff go to look for the parent, nor do they take the child home with them.
- We ensure the child is safe and we do not discuss our concerns with them.
- A full written report of the incident is recorded.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by the staff. If there are recurring incidents of late collection of a child, then this would be discussed with the parents.

This policy was adopted at a meeting of the Collaton St Mary Pre-school Trustees

Date..... Signed.....

Position.....

Review date.....