

Poppet's Pre-School

Uncollected Child Policy

Aims:

At Poppet's Pre-School we endeavour to make sure that any child left uncollected from the pre-school will be made to feel as secure as possible, until a satisfactory end has been reached.

Objectives:

All parents are aware of the pre-school closure time and are informed of the procedure enforced should their child be left uncollected.

Parents are also informed, through this policy and it is re-enforced verbally, that if a parent becomes aware they will be late, that they need to make other arrangements for their child to be collected. The specific details of the person collecting the child must be confirmed with the setting, by phone, before they arrive to collect the child.

In the instance of a child not being collected from the pre-school, after 15 minutes has been allowed for lateness, the following procedure will be initiated by staff:

- The manager will contact the parents/carers on the numbers provided for their home or work etc. If this fails the emergency contacts will then be contacted as per the child's records after another 15 minutes has passed. These calls need to be logged on the full incident record.
- The manager and staff member on duty must stay behind with the child, so as to ensure no member of staff is unaccompanied. All contact numbers will be tried repeatedly for half an hour.

- In the event of no contact being made after 1 hour has lapsed, the manager will contact the Safeguarding Services to initiate the safe care of the child. Ofsted and the Local Childcare Development Adviser will also be informed of the situation.
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child. The child's welfare and needs will be met at all times.

This policy was adopted on:.....(date)

Signed on behalf of the pre-school:(owner)

Date for review : August 2015 (annually)