



## **Uncollected child Policy**

### **Policy Statement**

In the event that a child is not collected by an authorised adult at their expected collection time, we will put into practice agreed procedures. The child will still receive a high standard of care in order to cause as little distress as possible.

We will inform our parents/carers of our 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 setting which is recorded in our registration form:

- Home address and telephone number
- Place of work, address and telephone number
- Mobile number (if applicable)
- Name addresses, telephone numbers of adults who are authorised by parents to collect their child from the setting
- Who has parental responsibility
- Information about any persons 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 we ask them to inform us so we can make a record of how they can be contacted.

There may be an occasion when a parent/carer or persons who are normally authorised to collect the child are unable to do so. We ask that parents provide the person's name, address and telephone number and for parents to agree how best to verify the person collecting the child. For example an agreed password.

Parents are informed that if they are unable to collect the child as planned they must inform us so that we can begin to put measures in place to reassure the child and provide adequate staffing. Our contact telephone number is 01823 617560.

If a child is not collected at their expected collection time we will follow the procedures listed below:

- The child's file is checked for any information about changes to the normal collection routine
- If no information is available parents/carers are contacted using all the contact details listed
- If this is unsuccessful the adults who are authorised by the parents to collect their child and whose telephone numbers are listed will be contacted
- All reasonable attempts are made to contact parents or nominated carers
- The child does not leave the premises with anyone other than those named on the registration form or in their file
- If no one collects the child within one hour of their expected collection time and there is no one who can be contacted to collect the child we apply the procedures for uncollected children
- We will contact the local authority's social care team on 0300 123 2224

The child stays at the setting in the care of two members of DBS checked staff one of whom will either be the manager or deputy manager until the child is safely collected either by parents or by a social care worker.

The social care team 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 we go to look for the parent or leave the setting's premises with the child

We ensure that the child is not anxious and we do not discuss our concerns in front of them

A full written report of the incident is recorded and stored on the child's file

Depending on the circumstances we reserve the right to charge parents for the additional hours worked.

Ofsted may also be informed: 0870 218 3800

We will review this policy annually

Signed on behalf of Tiny Feet \_\_\_\_\_ Date \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory \_\_\_\_\_

Policy Updated on 03/08/2020

