



UNCOLLECTED CHILD

Last Reviewed:
Sept 2024

Next Review Date:
Sept 2025

In the event that a child is not collected by an authorised adult at the end of a session/day, we put into practice agreed procedures. These ensure the child is cared for safely by two experienced and qualified practitioners who are known to the child.

The child will receive 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.

Procedures

- Parents of children starting at the setting are asked to provide the following specific information, which is recorded on our registration form in our Red Childrens Folder: -
- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
- Place of work, address and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names, addresses and telephone numbers 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 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
- On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they provide us with the name 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 this is usually by a password as stated on our registration form.

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, email address and can be contacted via our Family app.

We inform parents that we apply our child protection procedures in the event that their children are not collected by an authorised adult within 30 minutes after the session has ended. Our setting closes at 3pm on Monday to Friday apart from the 2nd Wednesday of each month when the hall is occupied, and the setting closes at 1pm. We send a reminder 48hours in advance to remind parents of our early closure on that Wednesday and a sign will be put on our door. After 30 minutes staff can no longer supervise the child on our premises as this is when our hall booking ends and is open to general public bookings.

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

Parent emails are checked and our Famly app 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 in the childrens file or added by parents on the Famly app 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 'Authorised to Collect' list, and whom can provide the child's password

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 contact MASH 0345 050 7666 out of hours number is 0800 833 408 The child stays at the setting in the care of two staff members until the child is safely collected either by the parents or by a social care worker

MASH 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. A full written report of the incident is recorded in the child's file

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

Signed By Chair of Harpsden Woodland Pre-School:



Dated:

21st September 2024

Manager of Harpsden Woodland Pre-School:



Dated:

21st September 2025