

Uncollected Child

In the event that a child is not collected by an authorised adult at the end of a pre-school session. The Little Acorns Pre-school puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

In the event that a child is not collected by an authorised adult, 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.4 The wider context	

Procedures

- Parents of children starting at the pre-school are asked to provide specific information which is recorded on our Child Record Form, including:
 - home address and telephone number - if the parents do not have a telephone, an alternative number must be given
 - place of work, address and telephone number (if applicable);
 - mobile telephone number (if applicable);
 - names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from pre-school, who have knowledge of the child's password.
 - information about any person who does not have legal access to the child.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child in our Door Book. We agree with parents that a password must be given to identify the person collecting the 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 procedures. We provide parents with our contact telephone number. We inform parents that - in the event that their children are not collected from pre-school by an authorised adult within 1 hour after closing time, and the staff can no longer supervise the child in our premises - we follow procedures as per our child protection policy.
- If a child is not collected at the end of the session, we follow the following procedures:
 - the Door Book 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 pre-school - and whose telephone numbers are recorded on the Child Record Form - are contacted;
 - all reasonable attempts are made to contact the parents/carers or nominated carers.

- the child does not leave the premises with anyone other than those named on the Child Record Form and in the Door Book;
- If no-one collects the child after 30 minutes 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 services care team: **0345 603 7627**. If the children's social care team is unavailable, we will contact the local police.
- After an additional 15 minutes if the child has not been collected, we will contact the above statutory agencies again.
- The child stays at setting in the care of two fully-vetted workers 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 become looked after by the local authority.
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
- 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 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**

This policy was adopted at a meeting of The Little Acorns Pre-school

Held on (date):

Signed on behalf of the pre-school _____

Name of Signatory _____

Role of Signatory _____