

Safeguarding children

Uncollected child



Policy statement

In the event that a child is not collected by an authorised adult at the end of a session/day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by the child's keyperson or another staff member. 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	

Characteristics of Effective Learning

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
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Procedures

- Parents/carers of children starting at Rudgwick Pre-school are asked to provide the following specific information which is recorded on our Registration Form:
 - Home address and telephone number - if the parents/carers do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.

- Place of work 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 the setting, for example a childminder, grandparent or friend.
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.
- On occasions when parents/carers or the persons normally authorised to collect the child are not able to collect the child, the parent must provide us with written (if possible) details of the name, address and telephone number of the person who will be collecting their child. We agree in advance with parent how we will identify the person who is to collect their child, if unknown to us.
- Parents/carers 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/carers with our contact telephone number.
- We inform parents/carers that we apply our child protection procedures in the event that their children are not collected from setting by an authorised adult within 30 minutes after the setting has closed and the staff can no longer supervise the child on our premises.
- If a child is not collected at the end of the session/day, we follow the following 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/carers to collect their child from the setting – and whose telephone numbers are recorded on the Registration Form – 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 Registration Form or in their file.
 - If no-one collects the child after 30 minutes 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.
 - If we have any cause to believe the child has been abandoned, we contact the local authority children's social care team.

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- If the children's social care team is unavailable (or as our local authority advise) 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 the setting in the care of two of our fully-vetted workers, one of whom will be our supervisor or her deputy until the child is safely collected either by the parents or by a social care worker, or by another person specified by social care.
- Social Care will aim to find the parent/carer 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/carer, 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

- Our local Pre-school Learning Alliance office/Pre-school Development Worker may also be informed.
PLA South Division 020 7697 2599

This policy was adopted at a meeting of

Rudgwick Pre-school

Held on

12th May 2022

Date to be reviewed

12th May 2024

Signed on behalf of the management
committee

Name of signatory

William Baldwin

Role of signatory

Chairperson

Other useful Pre-school Learning Alliance publications

- Safeguarding Children (2010)

