



## **Uncollected child**

### **Policy statement**

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

### **Procedures**

Parents are asked to provide the following specific information when their child starts attending our Pre School, which is recorded on our Registration Form:

- 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 of how they can be contacted.

### **Arranged change of circumstances**

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 and the relationship of the person due to collect. If this person is unknown to the setting the Password is confirmed and must be used.

In the instance of circumstances changing during the day which mean parents are not able to collect the child as planned, they must inform us via telephone and let us know who will be collecting. Our contact telephone number is 07580 387 156.

## **Uncollected child**

In the instance that a child has not been collected at their expected time and the setting have not had any communications from a parent we follow the procedures below:

- The diary is checked for any notes of changes to circumstances.
- 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 - 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.
- The setting reserve the right to insist that the person collecting the child has a suitable car seat and we will not allow the child to be transported without one.
- 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 contact the local authority children's social care team:

### **Central Bedfordshire : 0300 300 8585 (Access and referral hub)**

- The child stays at the Pre School in the care of two of our fully-vetted workers, one of whom will be our owner, manager or deputy manager 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 will we go to look for the parent, nor leave the setting 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 in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked.
- Ofsted may be informed: **0300 123 1231**

- The local Pre-school Learning Alliance office/Development Worker may also be informed:  
**01525 715248 / 720414 / 715255**

**Looked after children**

Children who are ‘looked after’ or have been ‘previously looked after’ are likely to be subject to a care order. In the instance that they become an uncollected child the setting will contact the social worker that is working with the family.

This policy was adopted by Little Squirts Preschool on 17<sup>th</sup> March 2023 (review date 1<sup>st</sup> March 2024)

Signed.....

Name.....

Role.....