

1.4 Uncollected child

Policy statement

When a child is not collected by an authorised adult by their expected collection time, we put into practice agreed procedures. 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 are asked to provide the following specific information when their child starts attending our setting, 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 and work telephone number (if applicable).
 - Mobile telephone number (if applicable).
 - Names, telephone numbers and signatures 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 written details of the name, address and telephone number 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 using a password system.
- 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. The pre-school's contact telephone number is 0118 933 1668.
- If a child is not collected at their expected collection time, we follow the procedures below:

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- The sign-out sheet and the child's file are 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 - 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 within **15 minutes** of their expected collection time and there is no named contact who can be contacted to collect the child, we follow 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:

West Berkshire Children and Families Services – 01635 530190

- Or the out of hours duty officer (where applicable):

Emergency (Out of Hours) Duty Team – 01344 786543

- After an additional **10 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 staff, one of whom will be our session supervisor or deputy supervisor until the child is safely collected either by the parents or by a social care worker, or by another person specified by the social care team.
 - 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.
 - Staff will not go to look for the parent.
 - Under normal circumstances staff will not leave the setting premises with the child. The exception is when the hall is being used by another group immediately after the pre-school session finishes. In this case the staff and the child will go to Mortimer St John's Infant School, with the agreement of the Head Teacher, and wait there. Staff will notify the Social Care team of this change of location.
 - 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, the pre-school reserves the right to charge parents for the additional hours worked.
 - Ofsted may be informed.

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This policy was agreed by Mortimer Pre-school committee and adopted on 1st October 2018. It is due for review in October 2019.