

## **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 an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

### **PROCEDURES**

- \* Parents of children starting at the setting are asked to provide the following specific information which is recorded in the child's file:
  - Home address and telephone number.
  - Mobile telephone number.
  - Names, addresses, 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 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.
- \* Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin back-up measures. We provide parents with the kindergarten telephone number.
- \* We inform parents that we apply our safeguarding procedures as set out in our safeguarding policy in the event that their children are not collected from our setting by an authorised adult within one hour after the kindergarten has closed and the staff can no longer supervise the child on our premises.
- \* If the child is not collected at the end of the session, we follow the following procedures:
  - The child's file and the list on the door are checked for any information about changes to the normal routines.
  - If no information is available, parents/carers are contacted.
  - If this is unsuccessful, the adults who are authorised by the parents to collect their child from kindergarten are contacted.

- All reasonable attempts are made to contact parents/nominated carers.
  - The child does not leave the premises with anyone other than those named on the child's file.
  - If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
  - We contact SPA  
Telephone number 020 8891 7969 and follow their guidance.
  - The child stays at setting in the care of one and if possible two fully-vetted workers until the child is safely collected either by the parents or by a social care worker.
  - Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
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- \* 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 the staff.
  - \* Ofsted may be informed:  
Telephone number 0300 123 1231

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