

## **1.4 Uncollected child**

### **Policy statement.**

In the event that a child is not collected by an authorised adult at the end of the day/session, we put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. The Child will receive a high standard of care in order to cause as little distress as possible.

We inform parent(s)/ 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 of children starting at the setting are asked to provide the following specific information, 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 a close relative.

-place of work, address and telephone number (if applicable).

- Mobile telephone number (if applicable)
- Names and addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example 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 or 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 the child along with a written description so we can verify the collector.

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. We provide parents with our contact telephone number.

We inform parents that we apply our child protection procedures in the event that their children are not collected by an authorised adult within one hour 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 day/session, we will follow the procedures below.

- The child's file is checked for any information about changes to the normal collection routine, if no information is available, parent/carer are contacted at home or at work, if this is

unsuccessful, the adults who are authorised by the parents 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 with anyone other than those named on the Registration Form or in their file.

If no-one collects the child after the setting has closed and there is no-one who can be contacted , we apply the procedures for uncollected children.

- We contact our local authority social care team 0161 603 4500

- for full day care this will be the out of hours duty office

0161 793 8888.

- The child stays at the setting in the care of two fully-vetted workers until the child is safely collected either by parents or a social care worker.

- Social care will aim to find the parent or relative. If they are unable to do so, the child will be become looked after by the local authority.

- under no circumstances will staff go and look for a parent, nor do they take the child home with 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.

Policy adopted at a meeting of Little Explorers on.....

signed on behalf

Role of signatory

review date