

Coniston Early Years Centre Policy Document

Safeguarding and Welfare Requirement: Child Protection
Providers must have and implement a policy, and procedures, to safeguard children.



High Quality Care for All Children
A Firm Foundation for Education

1.3 Uncollected Child

Policy Statement.

In the event that a child is not collected by an authorised adult at the end of a session/day, 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 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 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 close friend.
 - Place of work, address and telephone number (if applicable)
 - Mobile telephone number (if applicable)
 - 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.
 - **PLEASE NOTE- any person collecting a child must be aged 16 years or over. We will never allow a child to leave with anyone under this age unless agreed by us in advance and at our discretion.**
 - Information about any person who does not have legal access to the child.
- On occasions when parents are aware they will not be at home or in their usual place of work, they inform us verbally of alternative contact arrangements and these are recorded in the designated book which will be available at parents drop off points.
- 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. These details should be recorded in the designated book always available for parents to record changes when dropping their child off. We agree a password with parents that will be used to further verify the identity of the person who is to collect their child.

- Parents are informed that if they are not able to collect their child as planned, they must inform us so that we can begin to take back-up measures. We provide all 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 of the end of their booked session/the setting has closed as applicable.
- If a child is not collected at the end of the session/day we follow the procedures below;
 - the child's file/designated book for recording changes to collection arrangements is checked for any information about changes to the normal collection routines.
 - If no information is available, parents/carers are contacted at home/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.
 - Their 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 the setting has closed and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
 - We contact our local authority children's social care team:

Between 9am and 5pm Access and Response Team on 01454 866000 after 5pm Out of hours Social Services duty team on 01454 615165
 - The child stays at the setting in the care of two fully vetted workers 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 staff go to look for the parent as this could put them in a dangerous position as we do not know the circumstances for the non collection.. Staff will never 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.
 - If it is necessary to apply this charge it will be at a cost of £10 per hour towards the additional staff wages that will need to be paid in such circumstances.
 - OFSTED must be informed.

.....0300 1231231..... (telephone number)

Other useful Pre-School Learning Alliance Publications

- Safeguarding Children (2010)

Reviewed by

Manager Date

Staff Date

Trustees Date

Record to be completed in the event a child is not collected as expected at any time during the session.

Child's Name Child's DOB

Names of staff who are responsible for looking after child until situation is resolved.

Staff 1 Position

Staff 2 Position

Time child was expected to leave setting

List below details of all action taken, including by whom, times, response etc. Please be as thorough as possible to ensure an accurate record of the incident is created.

Complete this section once child has either been collected /taken into Local Authority Care as applicable.

Ensure a thorough detailed account is created and that any further action necessary is also recorded.