

PROCEDURE FOR AN UNCOLLECTED CHILD

Statement of Intent

In the event that a child is not collected by an authorised adult at the end of a pre-school session/day, the Pre-school 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.

Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child receives 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.

New Millside Pre-school is a Rights Respecting Early Years Setting and has the UN Convention on the Rights of Child at the heart of its core values. We prepare the community to recognise the universality of children's rights and to support the rights of other locally and globally and ensure we have strong arrangements for protecting children from all forms of abuse and harassment.

Procedures

Parents of children starting at the pre-school are asked to provide specific information which is recorded on our Day Care Record, including:

- home address and telephone number — if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour's;
- 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 pre-school, for example a childminder or grandparent; and
- 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, they record the name, address and telephone number of the person who will be collecting their child on our collection form, along with a password. If it is necessary for an adult other than those already agreed at the time of registration, to collect the child they will need the unique password to allow your child to be collected and a photograph must be on file.

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 procedures. We provide parents with both of our contact telephone numbers.

If a child is not collected at the end of the session, after 15 minutes, we follow the following procedures:

- Contact parent or carer. If unsuccessful we will;
- Contact nominated emergency contact/s. If unsuccessful we will:
- The directive from Ofsted is to contact Social Services if your child is not collected after 15 mins and no contact has been or can be made. If the child has not been collected after 15 minutes, and no contact has been made by either party, the person in charge will inform Social Services and be guided by them.

During this time

- the child stays at pre-school in the care of two members of staff until the child is safely collected;
- the child does not leave the premises with anyone other than those named on the Registration Form and in the Collection Form;
- Due to legal implications we will not take the child anywhere else.

Throughout this time the child will be constantly reassured that they have not done anything wrong.

All late collections are recorded and the parent / carer collecting the child must sign to acknowledge their lateness.

Continual lateness will be viewed as a child protection issue.

Social Services First Response 01296 383962

Once the child is collected we will:

- Complete a full written report of the incident is recorded; and
- We reserve the right to charge parents for the additional hours worked by our staff along with our Late Collection Charge fee.