

St Matthew's Preschool Policy

1.4 Uncollected child

Policy statement

In the event that a child is not collected by an authorised adult at the end of a 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 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.
 - Place of work, address and telephone number (if applicable).
 - Mobile telephone number (if applicable).
 - Name and Address of an emergency contact.
 - 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.
 - Details of who has parental responsibility for the child.
 - Information about any person who does not have legal access to the child.

Parents are informed as to how and why we store this information and give their consent to it being collated. They are also told how it is destroyed/ held once the child has left the setting.

- 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 of the person who will be collecting their child. We agree with parents a password.
- 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 from setting by an authorised adult within three quarters of an 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 session, we follow the following procedures:

- The diary is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home and 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 the premises with anyone other than those named on the Registration Form or in their file unless permission is given by the parent over the phone and a password agreed, the telephone conversation is logged in the diary.

The child stays at preschool in the care of two CRB/DBS checked staff, until the child is safely collected either by the parents or by a social care worker.

- 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 contact our local authority children’s social care team: 0300 470 9100
- Under no circumstances will staff 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 to ensure we remain in ratio. As of March 2020 for 10-30 minutes late we will charge £5. For 30 minutes to an hour late we will charge £15. Parents and additional contact numbers will be contacted as above.

This policy was adopted at a meeting of

St Matthew’s Preschool

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory
