

## **Safeguarding Children**

### **Uncollected Child Procedure**

In the event of a child not being collected at the end of a session, we will put into practice agreed procedures ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents of our procedures so that if they are unavoidably delayed they will be reassured that their children will be properly cared for.

#### **Procedures**

Using the admissions/emergency contact details form we can use the information to contact parents or their emergency contact.

Parents/carers of children at the setting are asked to provide the following information on the Registration forms:-

1. Mobile telephone numbers
2. Emergency contact details (if parents/carers are unable to collect a child).

On occasions when the parents/carers are not able to collect the child we ask that they provide us with written details of the name, address and telephone number of the person collecting their child. We are with the parents how to verify the identity of the person who is to collect their child.

We provide parents with our contact telephone number.

We inform parents that we apply our child protection policy in the event that their children are not collected from the setting by an authorised adult after the setting has closed and the staff can no longer supervise the child in our premises.

If the child is not collected at the end of the session we would:-

- Check the signing in book for any changes to the normal collection routine;
- Attempt to contact parent/carers;
- Attempt to contact emergency numbers if attempt to contact parents/carer is unsuccessful;
- All reasonable attempts are made to contact the parents or emergency contact;
- Under no circumstances do staff go to look for the parent/carer, nor do they take the child home with them;
- The child stays at Playschool in the care of two fully vetted workers until the child is safely collected. We inform parent/carers of our procedures so that, if they are

unavoidably delayed they will be reassured that their children will be properly cared for;

- If no one collects the child and the staff are no longer available to care for the child, we apply the procedures set in our Safeguarding Children Policy. We contact our Duty and Advice at the Front Door Safeguarding Hub tel: 0113 3760336 (0113 2409536 out of hours) and inform OFSTED - 0300 123 1231.
- The child stays at the setting in the care of 2 fully vetted workers until the child is safely collected by the parents/carers, emergency contact or by a social worker;
- Social care will aim to find the parent/carer, if they are unable to do so, the child will become looked after by the local authority;
- 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;
- Under no circumstances will staff go to look for the parent, nor do they take the child home with them.

#### **Addition for a parent/carer who is persistently late in collecting a child:-**

When a parent/carer is persistently late in collecting a child at the end of a Playschool session a verbal warning will be issued by the Supervisor or named person in charge.

All verbal warnings will be documented in Wigton Moor Playschool's Incident Book.

If the verbal warning has no effect and the Parent/Carer continues to be late in collecting the child. Playschool reserves the right to charge parents/carers £20.00 late collection fee every 15 minutes that their child remains uncollected from 3.00 pm.

If the late collection fee has no effect and the Parent/Carer continues to be late in collecting the child a written warning will be issued by Wigton Moor Playschool.

The written warning will state that Playschool reserves the right to withdraw the child's place at Playschool if the child is not collected on time. A copy of the written warning will be attached to the incident book.

This policy was adopted by \_\_\_\_\_ *(name of provider)*  
On \_\_\_\_\_ *(date)*  
Date to be reviewed \_\_\_\_\_ *(date)*  
Signed on behalf of the provider \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair, director or owner) \_\_\_\_\_