

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

1.4 Uncollected child

Policy statement

In the event that a child is not collected by an authorised adult by their expected collection time, ~~we/~~we put into practice agreed procedures. The child will receive a high standard of care in order to cause as little distress as possible.

~~We/~~we inform parents/carers of ~~our/my/our~~ procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

- Parents are asked to provide the following specific information when their child starts attending ~~our/my/our~~ setting, which is recorded on ~~our/my/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 relative.
 - 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.
 - 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 of work, they inform ~~us/me~~ 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/me~~ with ~~written details of the name, the name and relationship to the child, we will give a password for the person collecting to give us. address and telephone number of the person who will be collecting their child.~~ ~~We/~~We agree with parents how to verify the identity of the person who is to collect their child.
- Parents are informed that if they are not able to collect the child as planned, they must inform ~~us/me~~ so that ~~we/~~we can begin to take back-up measures. ~~Our/My/our~~ contact telephone number is 07733 501092~~insert telephone number~~.
- If a child is not collected at their expected collection time, ~~we/~~we follow the procedures below:

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- ~~Our Child Collection book is checked. The child's file is checked~~ for any information about changes to the normal collection routines.

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- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child - 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.
- If no-one collects the child within 30 minutes of their expected collection time and there is no-one who can be contacted to collect the child, ~~we/~~we apply the procedures for uncollected children.
- ~~We/~~we contact the local authority children's social care team:
If the children's social care team is unavailable [or as our local authority advise] we will contact the local police]

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Childrens Reception Team at Hampshire Childrens Safeguarding Unit
0300 555 1384

(name and phone number)

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- Or the out of hours duty officer (where applicable):

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We would never need the out of hours

(name and phone number)

- After an additional 15 minutes if the child has not been collected, we will contact the above statutory agencies again.
- The child stays at the setting in ~~for group provision:~~ the care of two of our fully-vetted workers, one of whom will be our manager or deputy manager/~~for childminding provision: my care]~~ 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 ~~we/~~we go to look for the parent, nor leave the setting premises with the child.
- ~~We/~~we ensure that the child is not anxious and ~~we/~~we do not discuss ~~our/my/our~~ concerns in front of them.
- A full written report of the incident is recorded in the child's file.

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- Depending on circumstances, ~~we/~~we reserve the right to charge parents for the additional hours worked.
- Ofsted may be informed:

0300 123 1231

(telephone number)

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- The local Pre-school Learning Alliance office/Development Worker may also be informed:

0207 697 2587

(name and phone number)

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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) _____

Other useful Pre-school Learning Alliance publications

- Safeguarding Children (2013)