



Uncollected child policy

Statement of intent

In the event that a child is not collected by an authorised adult at the end of a session, the Playgroup puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified member of staff 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.

Method

- Parents of children starting at the setting are asked to provide specific information which is recorded on our Registration Form, including:
 - home address and telephone number – and an alternative emergency name and number must be given, perhaps a neighbour or close relative
 - 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
 - information about any person who does not have legal access to the child
 - who has parental responsibility for the child
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child in our Collection Book.
- 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 our contact telephone number which is 07908 378862. We also inform parents that - in the event that their children are not collected from the Playgroup by an authorised adult and the staff can no longer supervise the child on our premises - we apply our child protection procedures as set out in our child protection policy.
- If a child is not collected at the end of the session, we follow the following procedures:
 - The Collection Book is checked for any information about changes to the normal collection routines.
 - 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 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 and in the Collection Book.

- If no-one collects the child after one hour 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 social care department (telephone number 01536 313000) For full day care, this will be the out of hours duty officer (telephone number 01604 626938).
- The child stays at Tansor Village Hall in the care of two members of staff until the child is safely collected either by the parents or by a social care worker.
- Social care workers will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority.
- Under no circumstances are staff to go to look for the parent, nor do they 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.
- Ofsted may be informed (telephone number 08456 404045).

This policy was adopted at a meeting of

Tansor Playgroup Committee

Held on

25th June 2008

Signed on behalf of Tansor Playgroup Committee

Nicola Clayton-Bailey

Role of signatory

Chair of Playgroup Committee

This policy was reviewed and updated on

19th January 2010

Reviewed on behalf of Tansor Playgroup Committee

Faye Betts

Role of reviewer

Jt Chair of Playgroup Committee