

Asmall Nursery

And Out of School Care

Uncollected Child

Safeguarding and Welfare Requirements: Child Protection
Providers must have and implement a policy, and procedures, to safeguard children.

Policy Statement:

The provision will ensure that all children are collected by a named person or someone indicated by a parent or carer.

If a child is not collected at the end of a session, and the parent or carer has not notified us that they will be delayed, we will implement the following.

Procedures:

- **Parents of children starting the nursery are required to give specific contact information.**
- **Parents are advised to inform us if they will to be contacted on a different number that day.**
- **Parents must advise staff if another person will be picking their child up that day and must use the password given by the parent on registration to the nursery.**
- **Parents are informed that we follow procedures in the event their child is not collected from nursery.**
- **If a child is not collected from nursery we follow the procedure below.**
 - **The child's file is checked for any changes to information.**
 - **Parents are contacted at home/work.**
 - **Other authorised adults to collect the child are to be contacted.**
 - **The child does not leave the premises with anyone other than those named.**
 - **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 apply the procedure for uncollected children.**
 - **We contact out local authority children's social care team.**
03001236722/0300 123 6720
 - **The child stays at the setting with staff until the child is safely collected.**
 - **Social care team will aim to find the parents/carer.**
 - **OFSTED will be informed within 14 days.**

A full report of the incident will be kept in the child's file.

Uncollected child

September 2019 (To be reviewed September 2020)

Depending on circumstances we reserve the right to charge parents for the additional hours worked by the staff.

Managing persistent lateness

All collection times for all children are recorded and if there is persistent late collecting by parents then the parents or carer will be spoken about the situation.

If further lateness continues then a charge may be applied which may be the cost of the full session for Nursery and the cost of the next period for Out of school care as staffing has to adhere to ratios and a child not being collected may effect this. Parents and carers will be informed of this when the issue is discussed with them.

Children's Social Care- 03001236722/0300 123 6720

Emergency Duty Team- 03001236722

Ofsted: 0300 123 1231