**Child Protection and Safeguarding** 

**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/day, 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
* A phone number must be given – relative/close friend if not own.
* 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 child minder or grandparent, and a password that these people know if collecting.
* Who has parental responsibility for the child.
* Information about any person who does not have legal access to the child.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with details of the name and telephone number of the person who will be collecting their child.

* We agree with parents how to verify the identity of the person who is to collect their child – a password will be requested (this will have been given at open morning at start of time with us).
* If a parent telephones us during a session to advise that they are unable to collect their child and that another authorised person will be picking up, we will request 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 all parents with our contact telephone number during every correspondence.
* We inform parents that we apply our child protection procedures as set out in our child protection policy in the event that their children are not collected from setting by an authorised adult within one 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/day, we follow the following procedures:

* The child’s file/home contact book and our wipe board 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 or in their file.
* 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 children’s social services care team.

**Contacts**

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