

Safeguarding Uncollected Child

Unique
Child

Positive
Relationships

Enabling
Environment

Learning
Development

1.3 Keeping
Safe

1.4 Health and
Wellbeing

2.2 Parents as
Partners

3.4 The Wider
Context

In the event that a child is not collected by an authorised adult at the end of a session/day, Haddenham Puddleducks Pre-school puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. 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.

- *Parents of children starting at Haddenham Puddleducks Pre-school 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 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 of adults who are authorised by the parents to collect their child from Haddenham Puddleducks Pre-school.*
- *Names, addresses, telephone numbers of those who have parental responsibility for 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 in writing of how they can be contacted*
- *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 parents with our contact telephone number.*

We obviously have an obligation to stay with any uncollected child at the end of the day, until the child is collected. We do not under any circumstances allow a staff member to deliver a child to their parent's home or work place.

We will not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting.

The authorised person should give the name and address and a physical description of the unauthorised person and a password (as recorded on the registration form) and the person in charge will check this description before permitting the child to leave. If a child is left beyond Haddenham Puddleducks Pre-school closing time these procedures will be followed:

- *The child's file 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 Haddenham Puddleducks Pre-school – 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 named by parents at the beginning of the session*
- *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 First Response team: on **0845 4600 001***
- *The child stays at setting in the care of two fully-vetted workers 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 do our team 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 team. A record will be kept of all children who are not collected by the due time. This will note the date, the time at which the child was collected, who collected the child, and the reason given.*

In the event that a child is not collected by the due time a charge of £20.00, for every five to fifteen minutes may required. If a child has been collected after the due time on three occasions in one year the parent will be written to by the pre-school committee, pointing out the difficulties late collection causes the pre-school.

At this stage, acceptable arrangements by the parents will need to be made.

- *If a child is left beyond Haddenham Puddleducks Pre-school lunch club closing time the procedures will be the same as above. We are registered for 26 children each session and inviting an extra child into an afternoon session could send us over this number, which ultimately could compromise our registration without which we would be closed down.*

This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020

Signed on behalf of Haddenham Puddleducks Pre-school by