

# **MATLOCK PRE-SCHOOL PLAYGROUP**

## **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 setting 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.

### **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.

### **Methods**

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 – 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;
- Information about any person who does not have legal access to the child; and
- Who has parental responsibility for the child.

On occasions when parents or the person normally authorised to collect the child are unable to collect the child, they record the name, address and telephone number of the person who will be collecting their child on the Change to Collection form. The session Supervisor agrees with the 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 so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that – in the event that their children are not collected from the setting 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 Register 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 after 10 minutes.
- 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.
- If no-one collects the child/children and no-one can be contacted we then follow the procedures for uncollected children.
- We contact our Local Authority Duty Social Worker at Social Services Tel.no. 01629 532397
- The child stays at Matlock Pre-school Playgroup in the care of 2 fully vetted workers until the child is safely collected either by the parent/nominated carer or by a Social Worker.
- Social Services will then aim to find the parent/nominated carer 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 the staff to go to look for the parent/nominated carer, nor do they take the child home with them.

- A full written report is recorded in the Incident Book.
- Parents will be charged for the additional time worked by staff.
- Ofsted may be informed (tel no. 08456 404040)