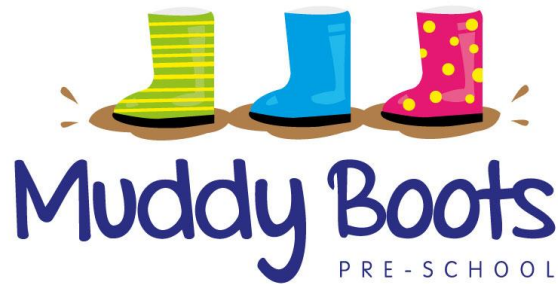


# Muddy Boots Pre-School CIO

## Child Protection - Uncollected Child



|              |                                      |
|--------------|--------------------------------------|
| Review Date: | SEE COMMITTEE POLICY REVIEW SCHEDULE |
|--------------|--------------------------------------|

## **Child Protection**

### **Uncollected child**

#### **Policy statement**

In the event that a child is not collected by an authorised adult at the end of a session/day, the 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.

#### **Procedures**

- Parents of children starting at the 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).
  - Relevant and useful email addresses
  - place of work, address and telephone number (if applicable).
  - Mobile telephone number (if applicable).
  - personal and/or work email addresses.
  - Names, addresses, telephone numbers and signatures of adults who are authorised by the parent's password to collect their child from the setting, for example, a child-minder or grandparent.
  - Who has parental responsibility for the child?
  - Information about any person who does not have legal access to 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 of how they can be contacted.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the name, address 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 and 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 parents with our contact telephone number.
- 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 the setting by an authorised adult within 1 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 carry out the following procedures:
    - The child's file is checked for any information about changes to the normal collection routines.
    - the designated safeguarding officer is informed of the uncollected child as soon as possible and attempts to contact the parents by phone.
    - if the parents cannot be contacted, the designated safeguarding officer uses the emergency contacts from the child's registration documents to inform a known carer/nominated person of the position and to arrange collection of the child.
    - All reasonable attempts are made to contact the parents and nominated carers.
    - If no one collects the child after 1 hour of their expected collection time and there is no named contact who can collect the child, we apply the procedures for uncollected children.
    - We contact our local authority children's social care team. The Multi-Agency Safeguarding Hub (MASH): **0300 126 3000 or 0300 126 7000** (telephone number). For full day care, this will be the out of hours duty officer: **01604 626938** (out of hours team). One of these agencies should arrange for social services to collect the child.
    - If the children's social care team is unavailable, or where it is appropriate, we will contact the local police.
- Members of staff do not:
- go off the premises to look for the parents
  - leave the premises to take the child home or to a carer
  - offer to take the child home with them to care for them in their own home until contact with the parent is made
  - A full written report of the incident is recorded in the child's file. A record of conversations with parents should be made, with parents being asked to sign and date the recording.
- Document 1.9 Confidential Safeguarding incident report form should also be completed if there are safeguarding and welfare concerns about the child, or if social services have been involved due to the late collection.
- if there are recurring incidents of late collection, a meeting is arranged with the parents to agree a plan to improve time-keeping and identify any further support that may be required.
  - Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
  - Ofsted may be informed on 08456 404040
  - Our local Early Education and Childcare team at West Northants Council may also be informed