



## **Child Protection**

### **1.4 Uncollected Child**

#### **Safeguarding and Welfare Requirement: Child protection**

Abbots Langley Pre-School must have and implement a policy and procedures to safeguard children

#### **Policy Statement**

If a child is not collected by an authorised adult at the end of a session/day, Abbots Langley Pre-School will 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. 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 Abbots Langley 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).

## ***Abbots Langley Pre-School – Uncollected Child Policy***

- 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.
  - 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 in writing 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.
  - 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. Our contact telephone number is 07802 475289.
  - If a child is not collected at the end of the session/day, we follow the following procedures after 15 minutes:
    - The child's file is checked for any information about changes to the normal collection routines.
    - We check to see if we have received any emails or voicemails from parents informing us they will be late or unable to collect their child
    - 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 within 30 minutes of their expected collection time and there is no named contact who can be contacted to collect the child, we apply the procedures for uncollected children. The Pre-School owner will be contacted and will make her way to the Pre-School.
    - If we have any cause to believe the child has been abandoned we contact the local authority children's social care team: 0300 123 4043
    - If the children's social care team is unavailable [or as our local authority advise] we will contact the local police: 101

## **Abbots Langley Pre-School – Uncollected Child Policy**

- After an additional 15 minutes if the child has not been collected, we will contact the above statutory agencies again.
  
  - The child stays at setting in the care of two fully-vetted workers, one who will be the Pre-School owner and the other could be the Pre-School leader, Pre-School deputy or Pre-School designated safeguarding person, until the child is safely collected either by the parents or by a social care worker or by another person specified by social care.
  - 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 staff go to look for the parent, nor do they take the child home with them.
  
  - We make sure the child is not anxious and do not discuss concerns in front of 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 staff, please see our late collection charge policy
  
  - Ofsted may be informed on:  
0300 1231231

### **Other useful Pre-School Learning Alliance publications**

- Safeguarding Children (2013)

This Policy was adopted at a meeting of Abbots Langley Pre-School held on	MARCH 2020
Date to be reviewed	MARCH 2022 OR SOONER IF CHANGES ARE REQUIRED
Provider	Pre-School Owner