

# PEMBURY SCHOOL HOUSE NURSERY



## CHILD PROTECTION Uncollected Child Policy

### Policy statement

In the event that a child is not collected by an authorised adult by their expected collection time, we put into practice agreed procedures. 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 are asked to provide the following specific information when their child starts attending nursery, which is recorded on our Enrolment 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.
  - Mobile telephone number (if applicable).
  - Names, addresses, telephone numbers 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.
- If a child is not collected at their expected collection time, we follow the procedures below:
  - Parents/carers are contacted using the contact numbers provided.
  - If this is unsuccessful, the adults who are authorised by the parents to collect their child - and whose telephone numbers are recorded on the Enrolment 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 Enrolment Form or in their file or those who are in receipt of the password.

- **If no-one collects the child within one hour of their expected collection time and there is no named contact who can be contacted to collect the child, we apply the procedures for Entrance/Exit Procedure – Late Collection.**
- **If we have any cause to believe the child has been abandoned we contact the local authority children’s social care team:**
- **The child stays at the setting in the care of two staff 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 will we go to look for the parent, nor leave the setting premises with the child.**
- **We ensure that the child is not anxious and we do not discuss our 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.**
- **Ofsted may be informed.**

**This policy was updated and adopted by the Trustees of Pembury School House Nursery.**