

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 45 minutes of their expected collection time and there is no named contact who can be contacted to collect the child; or if we have any cause to believe the child has been abandoned, we will apply the procedures for uncollected child:
 - We contact our local authority children's social care team:
Central Duty: 03000 41 11 11
 - 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: **0300 123 1231**
- Other outside agencies would be informed if required.

This policy was updated and adopted by the Trustees of Pembury School House Nursery on:

Date: Signed on behalf of the Trustees:

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