

# 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.

- **Persistent Lateness/more than once:** Charges will be applied, to cover staff costs. £10.00 per 5 minutes.

**If there a re-occurrence of late collection** a full session fee will be charged to parent(s)/carer(s) who are repeatedly late to collect their child, notification will be given to the parent(s)/carer(s). If there is an unavoidable late collection of no more than five minutes, please notify us immediately.

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.

**Legal framework**

***Primary legislation***

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s1, s11, s17)
- Children and Social Work Act (2017)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)
- Child Safeguarding Practice Review and Relevant Agency (England) Regulations (2018)
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2025)
- Ofsted: Early Years Inspection Toolkit (2025)
- Early Years Statutory Framework for the Early Years Foundation Stage (2025)

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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