Policy

Uncollected Child

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

1.4 Uncollected child

Policy statement

If a child is not collected by an authorised adult by their expected collection time, Gaddesby School Community (GSC) will put into practice agreed procedures. The child will receive a high standard of care in order to cause as little distress as possible.

GSC will 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 our setting, which is recorded on their 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).
  - 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 are expected to inform us in writing / phone/ text etc. 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 full details of the name, address and telephone number of the person who will be collecting their child. We will agree with parents how to verify the identity of the person who is to collect their child. If an emergency parents can telephone on the day with any alteration to collection arrangement.
- 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. GSC contact telephone numbers are…

Office - 01664 840970 Manager - 07876055823
Afterschool/Holiday club - 07789125452 Preschool - 07887575568

- If a child is not collected at their expected collection time, GSC will follow the procedures below:
  - The child's file is checked for any information about changes to the normal collection routines.
  - 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 - 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 one hour of their expected collection time and there is no-one who can be contacted to collect the child, then GSC will apply the procedures for uncollected children. If we have any cause to believe the child has been abandoned GSC will contact Local Authorities Social Care team. If the CSC team is unavailable (or as our Local Authority advise) we will contact the police
    - GSC will contact the local authority children's social care team: 01162787111
    - Or the out of hours duty officer (where applicable): 01163059024 County Hall

  - After an additional 15 minutes if the child has not been collected, we will contact the above statutory agencies again
  - The child stays at the setting (in the case of an uncollected preschool child, staff will escort child to afterschool club which is operated within Gaddesby Primary School - 20 minutes after preschool closes -15.20) with at least two members of 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 (unless specific time with preschool child) with the child.
  - GSC will ensure that the child is not anxious and will 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, GSC reserve the right to charge parents for the additional hours worked.
- Ofsted may be informed: 0300123 1231

This policy was adopted by	GSC Ltd
On	May 2021
Date to be reviewed	May 2022
Signed on behalf of the provider	Gaddesby School Community
Name of signature	Linda Dunmore
Role of signatory	Manager