



Little Cherries

Safeguarding Children

Uncollected child

Policy statement

In the event that a child is not collected by an authorised adult by their expected collection time, Little Cherries puts into practice agreed procedures. These ensure the child is cared for safely by experienced and qualified practitioners who are 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 Little Cherries 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).
- 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 cannot be contacted on their normal contact numbers, they inform us of how they can be contacted e.g. work number.

- 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. We provide parents with our contact telephone number. Our contact number is 07725951619.
- If a child is not collected at their expected collection time, we follow the procedures below:
 - The child's file is checked for any information about changes to the normal collection routines.
 - Staff are asked if parent/carers have passed on any information during the session.
 - 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 a person nominated by the parent by phone in the event of an emergency.
 - If a person is nominated by phone to collect the child, the pre-school leader will provide an emergency password that needs to be given by the emergency contact on arrival at the pre-school.
 - 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.
 - If we have any cause to believe the child has been abandoned, we contact the local authority children's social care team: Tel: 0345 045 5200.

- If the children’s social care team is unavailable, or as our local authority advise, we will contact the Cambridge Police on 01223 358966.
 - 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 care of two fully-vetted workers (one of whom will be our Manager or Deputy Manager) 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 should staff 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.
 - Ofsted may be informed: Tel: 0300 123 1231

Incident log

- If a child is not collected within 15 minutes of the end of their session, the incident will be logged.
- When the uncollected child procedure is put into place, a full written report of the incident is recorded in the child’s file by the Manager or Deputy Manager.

Charges

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

This policy was adopted at a meeting of	Little Cherries Pre-school
Held on	
Date to be reviewed	April 2022
Signed on behalf of the management committee	
Name of signatory	Jennie Peacock
Role of signatory (e.g. chair/owner)	Chairperson

April 29th 2020
 Review date: April 2022

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