

Low Moor Centre, Bray Road, Fulford, YO10 4JG – Telephone 01904 849100

Uncollected Child

# Purpose of Policy

The purpose of this policy is to ensure that the procedures when a child is uncollected are clearly communicated to families.

**Procedure to follow**

In the event that a child is not collected by an authorised adult at the end of a pre-school session, Beehive Pre-school Playgroup puts into practice agreed procedures. These ensure that the child is cared for safely by an experienced and qualified practitioner who is known to the child.

In the event that a child is not collected by an authorised adult, 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.

* Parents of children starting at Beehive are asked to provide specific information which is recorded on our Registration Form including the following: Home address and telephone number, Place of work, address and telephone number (if applicable), Mobile telephone number (if applicable), Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from pre-school, e.g. grandparent; 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 will inform a member of staff who will record this information.
* On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they advise the name and telephone number of the person who will be collecting their child, in writing. We agree with parents how the identification of the person who is to collect their child will be verified, but a photo would be preferable.
* 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 procedures. We provide parents with our contact telephone number. We also inform parents that in the event that their children are not collected by an authorised adult and the staff can no longer supervise the child in our premises, we apply our Safeguarding procedure.
* If a child is not collected at the end of a session, we apply the following procedures:
1. The daily register is checked.
2. If no information is available, the administrator, supervisor or deputy supervisor will contact parents at home and/or at work.
3. If this is unsuccessful, the adults who are authorised by the parents to collect their child from playgroup and whose telephone numbers are recorded on the registration form are contacted.
4. All reasonable attempts are made to contact the parents/carers eg. member of staff visit child’s home.
5. The child stays at playgroup in the care of two fully vetted workers until the child is safely collected.
6. The child does not leave the premises with anyone other than those named on the registration form or as advised by the parent.
7. If no one collects the child and the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our Safeguarding Policy. We contact our local Children’s Services (TEL: 01904 551900) and inform Ofsted, Royal Exchange Building, St. Ann’s Square, Manchester. M2 7LA. (TEL: 08456 404044).
8. If the child’s parents are in HM forces, then Army Welfare will be contacted. Welfare is contactable on 01904882053.
9. Two members of staff will remain with the child at Beehive and await instructions from the Local Safeguarding Children’s Board.

A full written report of the incident is recorded, and depending on the circumstances, we reserve the right to charge parents for the additional hours worked by staff.

This policy was adopted at a meeting of Beehive Pre-school Playgroup held on……………………………..

Signed on behalf of Beehive Pre-school Playgroup……………………………….