

Uncollected Child Policy

Policy statement

Our pre-school offer sessional places. The sessions run from 09.00hrs to 12.00hrs and from 12.00hrs to 15.00hrs weekly, during school term time. We offer three days (Monday, Thursday and Friday) of 09.00hrs to 15.00hrs (full day) where children can attend for the two / full session day or one / half session day. We also offer two days (Tuesday and Wednesday) of 09.00hrs to 12.00hrs (half day) sessions.

We offer a flexible approach to the collection of children to allow for collection of siblings from school nursery, other nurseries in our locality and to assist parents with their child's sleeping and mealtime patterns. This flexibility allows for children to be collected up to fifteen minutes before the end of the session their child is due to leave.

In the event that a child is not collected by an authorised adult at the end of a session/day, the pre-school puts into practice agreed procedures. This ensures that the child is cared for safely by an experienced and qualified practitioner who is 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 pre-school 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 Pre-school, 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 inform us in writing 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 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.
- We inform parents that we apply our child protection procedures as set out in our child protection policy in the event that their children are not collected from pre-school by an authorised adult within one hour after the pre-school has closed and the staff can no longer supervise the child on our premises.
- If a child is not collected at the end of the session/day, we follow the following procedures:
 - 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 from the Pre-school - and whose telephone numbers are recorded on the Registration Form - are contacted.
 - All reasonable attempts are made to contact the parents or nominated carers.
 - Staff may make efforts to establish the whereabouts of the parent or emergency contact through known family and friends, but will not release the child to them without direct permission from the parent.
 - 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 after 30 mins and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
 - We contact our local authority children's social services care team: **0300 131 2 131**
 - The child stays at Pre-school in the care of two fully-vetted employees 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 do staff to go to look for the parent, nor do they take the child home with 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 their lateness to cover the additional time worked by our staff, this charge will be **Fifty Pence (50p)** per minute late after the first ten minutes of collection lateness, per child.
- Ofsted may be informed.

Procedure for dealing with children being collected by unsuitable or unfit persons.

If a child is being collected by someone who seems unsuitable or unfit, then the child will **not** be released into their care. The local authority Social Care team will be contacted along with the parent or responsible person. If the situation becomes abusive, the Police will be contacted immediately.

This policy was adopted at a meeting of Pickering Pre-School Playgroup held on 31st August 2023.

Date to be reviewed – Before end of August 2024.

Signed on behalf of the management committee

Name of signatory – Richard Allenby (Chairperson).