

Uncollected child

Policy statement

We consider the safety of the children in our car to be paramount. To this end we have the following collections policy.

Procedures

- Parents are asked to provide the following specific information when their child starts attending our setting, which is recorded on our Registration Form:
 - Home address and telephone number
 - 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.
 - 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.
- If the child is to be collected by another regular collector, (eg childminder, grandparent), a letter giving permission must be issued by the named parent, and given to the leader. Before the initial collection visit, the new collector should be introduced to the preschool leader by the parents/carer. If this is not possible some form of identification of the new collector should be given to the leader, before the initial collection, or a password is given to collector and preschool
- We understand that there are occasions when the nominated collector cannot always collect the child from preschool. If this is the case:
 - The preschool will have a 'Collection Book', for use when a parent/carer tells us that someone other than themselves is going to collect their child.
 - This book will show the **name of the child, date, person who is collecting, parent's signature.**
 - The Collection Book will be checked at the end of each session, by the playgroup leader. A child who is not written down in the book should not be collected by another person. If another parent/carer tries to collect a child and it has not been recorded, the parent will be contacted to clarify this and be reminded of the collection procedure.
 - In the event of a telephone message from the parent or carer, saying that they are allowing someone else to pick their child up, the preschool leader will fill on the collection book, and the parent sign asap after the event.
- 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.

- 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 named contact who can be contacted to collect the child, we contact the local authority children's social care team.
 - The child stays at the setting in the care of two of our 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.
 - 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.
- Ofsted may be informed.