

**General Welfare Requirement: Safeguarding and Promoting Children's Welfare**

*The provider must take necessary steps to safeguard and promote the welfare of children*

## **Safeguarding Children**

### **Uncollected Child Policy**

#### **Policy statement**

*In the event that a child is not collected by an authorised adult at the end of a session/ the day, the setting puts in to practice agreed procedures. These ensure the child is cared for safely by an experienced or qualified practitioner who is known to the child or by the child's Emergency contact, as given by the parents, on the child's registration form. 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.*

#### **EYFS key themes and commitments**

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
1.3 Keeping Safe 1.4 Health and well being	2.2 Parents as partners	3.4 The wider context	

#### **Procedures**

- *Parents of children starting at the setting are asked to provide the following specific information which is recorded on our registration form:*
  - *Home address and telephone number*
  - *Place of work , address and telephone number*
  - *Mobile telephone numbers*
  - *An additional contact (a friend or relative)*

- *Information about anyone 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 must inform us of how they can be contacted – or put in place someone whom can be contacted in their absence.*
- *If the child is to be collected by someone other than those who normally do collection, we must be given the persons full name and they must provide photographic ID when they come to collect the child. If we do not have both of these criteria fulfilled, the child WILL NOT be released in to their care.*
- *Parents are informed, that if they are not able to collect their child as planned, they must inform us so that we can begin to take back up measures. We provide all parents with our contact numbers.*
  - *If a child is not collected at the end of a session/ day, we follow the following procedures:*
  - *The child's information file is checked for information about changes to the normal collection routines.*
  - *If no information is found, the child's parents/ carers are contacted*
  - *If this is unsuccessful, the child's 'Additional Contact(s)', is contacted.*
  - *All reasonable attempts are made to contact the child's parents/ additional contact(s)*
  - *The child does not leave the premises with anyone other than those named on the child's Registration Form or in their file*
  - *If no one collects the child after 3 hours of trying to make contact, then we are left with no choice, but to contact the Police*
  - *The child will remain on the Nursery premises until either collected by a parent/ carer/ additional contact/ the police*
  - *Under NO circumstances do staff go looking for parents, or take the child home.*
- *A full written report of the incident is to be recorded in the child's file*
- *Parents will be charged an additional fee for 'Late Collection' of their child.*

**This policy was adopted at a meeting of Little Wonders Nursery School**

**Held on: 1<sup>st</sup> September 2016**

**Date to be Reviewed: 1<sup>st</sup> September 2017**

**Signed on behalf of the Management Committee:**

**Name of Signatory: Tamara Tucker**

**Role of Signatory: Nursery Manager**