

# UN-COLLECTED CHILDREN POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

Please also see

- Safeguarding Children

## Policy statement

In the event that a child is not collected by an authorised adult at the end of a session, we put into practice agreed procedures. These ensure that the child is cared for safely by experienced and qualified practitioners who are known to the child. 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 our pre-school are asked to provide specific information which is recorded on our Registration Form which includes:

- Mobile telephone number, 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;
- Names and telephone numbers of adults who are authorised by the parents to collect their child from our pre-school, for example, a child-minder or grandparent;
- Who has parental responsibility for 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.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they will inform us of the name and telephone number of the person who will be collecting their child and if the person is not known to our pre-school a password will be used. The password will not be passed on to the child.

All parents/carers are given the pre-school contact telephone number.

We inform parents/carers that we apply our child protection procedures in the event that their children are not collected from our pre-school by an authorised adult within one hour after our pre-school has closed and the staff can no longer supervise the child on the premises.

If a child is not collected at the end of the session, we follow these procedures:

- Telephones calls are made to the first contact on registration form.
- If this is unsuccessful, telephone calls are made to second and/or third contacts on registration form.
- The child does not leave the premises with anyone other than those named on the registration form or who have been authorised by the parent.
- If all attempts to reach parents/carers and authorised contacts fail, we contact our local authority social care team.
- The child stays at the setting in the care of two fully-vetted members of staff until the child is safely collected either by an authorised adult 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 are staff to go to look for the parent/carer, 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 the circumstances, we reserve the right to charge parents of the additional hours worked by our staff.
- Ofsted may be informed.

This policy and its procedures was adopted at a meeting between Mrs Terina Wilkinson, Room 1 Manager, and Mrs Sara Ward, Room 2 Manager on 26<sup>th</sup> November 2019 and will be reviewed annually or sooner if necessary.

Signed by

Mrs Terina Wilkinson  
Room 1 Manager

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And

Mrs Sara Ward  
Room 2 Manager

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