



Lyndhurst Pre-School

The Uncollected child policy

Policy Statement

In the event that a child is not collected by an authorised adult at the end of a Pre-School session, Pre-School puts into practice agreed procedures. These ensure 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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 Pre-School are asked to provide specific information which is recorded on our Registration Form, including:
 - home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour's;
 - 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, for example a childminder or grandparent;
 - Information about any person who does not have legal access to the child.
 - Who has parental responsibility for the child;
- Temporary collection arrangements are recorded on the white board when the parent informs us on arrival.
- 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.

4. We inform parents that - in the event that their children are not collected from Pre-School by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises - we apply our Safeguarding and Child Protection Procedures as set out in our Safeguarding and Child Protection Policy.
5. If a child is not collected at the end of the session, we follow the following procedures:
 - the Collection white board, permanent collection sheet and diary are 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 emergency contact adults who are authorised by the parents to collect their child from Pre-School - and whose telephone numbers are recorded on the Registration Form - are contacted;
 - all reasonable attempts are made to contact the parents/carers;
 - the child stays at Pre-School in the care of two fully-vetted workers until the child is safely collected;
 - the child does not leave the premises with anyone other than those named on the Registration Form and on the Collection sheet;
 - if no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures set out in our Child Protection Policy.
 - We contact our local authority social services department 03005551384 (8.30-17.00) or 03005551378 (out of hours)
 - The child stays at the setting in the care of two members of staff 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 and if they are unable to do so, the child will become looked after by the local authority.
 - Under no circumstances do staff go to look for the parent nor do they take the child home with them.
 - A full report of the incident is recorded in the child's file and Incident book and the parent must read and sign as soon as possible as evidence of the incident.
 - Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
 - Ofsted must be informed (08456 404040)
 - Chair of Board of Directors and Safeguarding Director informed

This policy was adopted at a meeting of Lyndhurst Pre-school Directors
Held on (date)
Signed on behalf of the Pre-School

This policy is taken & adapted from PLA policies & Procedures