

**Uncollected child**

**Policy statement**

In the event that a child is not collected by an authorised adult at the end of a session/day,

we will put into practice agreed procedures. These ensure 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.

Registration Information

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 - 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 setting, for example, a child-minder or

grandparent.

▪ Names of who has parental responsibility for the child (parents on child’s birth

certificate)

▪ 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 should inform us of how they can be contacted.

When parents or the persons normally authorised to collect the child are not able to

do so, parents must provide us with details of the name and telephone number

of the person who will be collecting their child. We use a password / identification

system to verify the identity of the person who is to collect their child.

We provide parents with our contact telephone number: 01242 533830.

The manager on duty or two fully vetted workers have an obligation to stay with any

uncollected child at the end of the day until that child is collected by the parents,

named authorised person or social services.

If no authorised person collects their child an hour after their session finishes and there

is no-one who can be contacted to collect the child, we will apply the following procedure:

▪ The child’s file is checked for any information about changes to the normal collection

routines.

▪ All reasonable attempts are made to contact the parents or nominated carers.

▪ The Nursery will not release the child to an unauthorised person unless an

authorised person telephones the Nursery to inform them of this change. A password,

name and picture identification of the person who will be collecting the child is then

given to the Nursery.

▪ We contact Richard Cross, the Headmaster, on 07941421513

▪ We then contact our local authority children’s Social Services care team.

01452 614194 Emergency Duty Team

01452 426565 Gloucestershire Safeguarding Children Board

▪ Under no circumstances must staff go to look for the parent, nor should 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 the

additional hours worked by our staff.

▪ Ofsted may be informed.

**Policy reviewed – February 2021**

**Policy to be next reviewed – February 2022** Nursery Manager