Policy Document:

Safeguarding Children- Uncollected Child.

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Policy statement
In the event that a child is not collected by an authorised adult at the end of a session/day, the setting will put into place agreed procedures. These ensure that the child is cared for safely by an experienced practitioner who is known to the child. We will seek to ensure that the child receives a high standard of care so as 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 child will be properly cared for.

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.
- Daytime location/place of work, address and telephone number of both parents/carers (if applicable).
- Mobile telephone numbers.
- Names, addresses, telephone numbers of adults authorised by the parents to collect their child from the setting.
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.
- If required by the parent/carer, a password which can be used by those adults authorised by the parents to collect their child.

On occasions when parents/carers are aware that they will not be at home or in their usual place of work, they inform us of how they can be contacted.

On occasions when parents/carers or the persons normally authorised to collect the child are not able to collect the child they provide us with details of the name, address and telephone number of the person who will be collecting the child. We agree with parents how to verify the identity of the person who is to collect their child.

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 parents with our contact telephone number.

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

If the child is not collected at the end of the session/day, we will follow the procedure below:

- The child's records are checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or work and on their mobile phone number.

- If this is unsuccessful, the adults who are authorised to collect the child are contacted.
- All reasonable attempts are made to contact the parents or usual carers.
- The child does not leave the premises with anyone other than those named on the Registration Form, or otherwise authorised by the parents/carers.
- 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 for uncollected children.
- We contact our local authority children's social care team…

Telephone Numbers…

0345 045 1362 Office Hours

8:00am to 5:30pm Monday to Friday

01733 234 724 Out of Office Hours

(Joint Peterborough & Cambridgeshire Referral team)

- The child stays at the setting in the care of two staff members until the child is collected by either the parents/carers or by a social care worker.
- **Under no circumstances do staff go to look for parents/carers, nor does the child leave the premises with any staff member.**
- A full report of the incident is recorded as soon as possible.
- We reserve the right to charge parents/carers for the additional hours worked by staff.