



BROAD CHALKE

**Safeguarding and Welfare Requirement: Child Protection**

~~Providers must have and implement a policy, and procedures, to safeguard children.~~

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## 1.4 Uncollected child

### Policy statement

In the event that a child is not collected by an authorised adult by their expected collection time, ~~we/we/!~~ put into practice agreed procedures. The child will receive a high standard of care in order to cause as little distress as possible.

~~We/We/!~~ inform parents/carers of ~~our/four/my/~~ procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### Procedures

- Parents are asked to provide the following specific information when their child starts attending ~~four/my/our~~ setting, which is recorded on ~~our/four/my/~~ 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 childminder or grandparent.
  - Who has parental responsibility for the child.
  - 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 inform ~~us/me/~~us in writing 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 provide ~~us [us/me]~~ with written details of the name, address and telephone number of the person

who will be collecting their child. We[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 the child as planned, they must inform us[us/me] so that we[we/!] can begin to take back-up measures. [Our/My] contact telephone number is 01722 781072[insert telephone number].
- If a child is not collected at their expected collection time, we[we/!] follow the procedures below:
  - The child's file is 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 adults who are authorised by the parents to collect their child - and whose telephone numbers are recorded on the Registration Form - are contacted.
  - All reasonable attempts are made to contact the parents or nominated carers.
  - The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
  - If no-one collects the child within **30 minutes** of their expected collection time and there is no-one who can be contacted to collect the child, we[we/!] apply the procedures for uncollected children.
  - We[We/!] contact the local authority children's social care team:  
**If the children's social care team is unavailable [or as our local authority advise] we will contact the local police]**

Wiltshire Multi Agency Safeguarding Hub 0300 4560108 (name and phone number)

- Or the out of hours duty officer (where applicable):  
Wiltshire out of hours duty team 0845 6070888 (name and phone number)
- **After an additional 15 minutes if the child has not been collected, we will contact the above statutory agencies again.**
- The child stays at the setting in ~~[for group provision:~~ the care of two of our fully-vetted workers, one of whom will be our manager or deputy manager ~~\_for childminding provision: my care]~~ 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. If they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances will we[we/!] go to look for the parent, nor leave the setting premises with the child.
- We[We/!] ensure that the child is not anxious and we[we/!] do not discuss our[our/my] concerns in front of them.
- A full written report of the incident is recorded in the child's file.

- Depending on circumstances, we[we/!] reserve the right to charge parents for the additional hours worked.

- Ofsted may be informed:

0300 123 1231 (telephone number)

- The local Pre-school Learning Alliance office/Development Worker may also be informed:

Nathan Silk 07917067283 *(name and phone number)*

This policy was adopted by	<u>Chalke Valley Playschool</u>	<i>(name of provider)</i>
On	<u>26/02/18</u>	<i>(date)</i>
Date to be reviewed	<u>26/02/19</u>	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	<u>Marion Foster</u>	
Role of signatory (e.g. chair, director or owner)	<u>Chairperson</u>	

#### **Other useful Pre-school Learning Alliance publications**

- Safeguarding Children (2013)