Uncollected Child Policy

1	Summary	Uncollected Child Policy				
2	Responsible person	Margaret Dennis				
3	Accountable SLT member	Caroline Knight				
4	Applies to	☒All staff ☐Support staff ☐Teaching staff				
5	Who has overseen development of this policy	Caroline Knight, Margaret Dennis and Governors				
6	Who has been consulted and recommended policy for approval	Senior Leaders				
7	Approved by and date	September 2024				
8	Version number	4				
9	Available on	Every	☐Y ☒N	Trust website	☐Y ☒N	
				Academy website	☒Y ☐N	
				SharePoint	☒Y ☐N	
10	Related documents (if applicable)					
11	Disseminated to	☐Trustees/governors ☒All staff ☐Support staff ☐Teaching staff				
12	Date of implementation (when shared)	September 2024				
13	Consulted with recognised trade unions	☐Y ☒N				

Contents

1. Introduction

1.1.   Most children are collected on time at home time. Any parent/carer who is going to be late usually phones the nursery to let practitioners know they may be late and the reason. In the event of a parent/carer not able to make contact the nursery will follow the policy below.

2. Aim of the policy

2.1. In the event that a child is not collected by an authorised adult at the end of the session we will put into practice the agreed procedures. These ensure the child is cared for safely by our staff in order to cause as little distress to the child as possible.

3. Implementation of the policy

3.1. Parents and carers are asked when their child starts to complete the Registration Form which clearly states the named adults who can collect the child and relevant contact details. Parents/carers are asked to inform the manager/keyworker to any changes in these details.

3.2. On occasions when a parent/carer or other named adult cannot collect the child, they must provide the pre-nursery with details of the person who will be collecting their child Parents may also ring nursery to inform us they are unable to collect their child and the information of the person who will be collecting them. We will agree with parent/carers how to verify the identity of the person who is to collect their child. This will be with their password or other means of identification.

3.3. Parents/carers will be asked to think of a password when completing registration form.

3.4. Parents/carers 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.

3.5. We inform parent/carers in the Parent/Carer Booklet that we apply our child protection procedures as set out in our child protection policy in the event that their child is not collected from the setting by an authorised adult within one hour of the setting being closed and the staff can no longer supervise the child on our premise. If a child is not collected at the end of the session/day, we follow the following procedures:

3.6. The child's file is checked for any information about changes to the normal collection routine, the school office is rung to check if any calls have been taken regarding changes to collection.

3.7. Within 15 minutes Parent/carers will be contacted in the first instance and if this is unsuccessful all authorised persons stated on the child's registration form will be contacted. When it is deemed that all reasonable attempts have been made to contact any authorised person to collect the child and this has been unsuccessful, the school will need to apply the procedures for uncollected children.

3.8. A member of the Safeguarding team will go around to the property to see if parents/carers are home.

3.9. If no contact is made with parents/carers or other authorised person by 4.15pm a member of the Safeguarding team will contact the local authority children's social services care team and if directed, the police.

3.10. The child will stay in the care of two staff until the child is safely collected either by the parent/carer, authorised person or by a social care worker/police officer.

3.11. A full written report of the incident is recorded in the child's file on CPOMS.