



Red Dragon Pre-School

Policies and Procedures

Uncollected child

Contact details:

Red Dragon Pre-School,
St Blaise Church of England Primary School,
School Lane,
Milton Heights,
Abingdon,
OX14 4DR
Telephone: 07554194601
Email: info@reddragonpreschool.co.uk

1.4 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 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. The child will receive 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. We expect that children will be picked up at the end of their session. In the event that this does not occur we will assume an emergency has caused the delay, unless the child's parents contact us to let us know they will be delayed.

Parents of children collected up to 15 minutes later than expected will be advised that this contravenes our registration and may leave us without insurance cover, they will be reminded of the correct time and asked if there is a genuine reason for the late collection time to tell us if they have been delayed.

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 - 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.
 - 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 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 with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child
 - in addition a confidential password is shared that the person collecting the child will know.
- 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 measures. We provide parents with our contact telephone number.
- We inform parents that we apply our child protection procedures in the event that their children are not collected from setting by an authorised adult within one hour

after Red Dragon Pre-School has closed and the staff can no longer supervise the child on our premises.

- If a child is not collected at the end of the session/day, we follow the following procedures:
 - 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 from the setting – 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 after the setting has closed 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:
 - The child stays at setting in the care of two fully-vetted workers 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 staff go to look for the parent, nor do 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.

Contact information;

Red Dragon Pre-School:- 07554194601

Ofsted may be informed:- 0300 123 1231

Local Authority Children's Social Care Team:- 01865 810603 / 01865323048 / 01865 810603

Alison Beasley:- alison.beasley@oxfordshire.gov.uk

This policy was adopted at a meeting of	Red Dragon Pre-School
Held on	
Date to be reviewed	
Signed on behalf of the management committee	
Name of signatory	
Role of signatory (e.g. chair/owner)	

