

# ROCKINGHAM COMMUNITY DAY NURSERY

## Uncollected Child ( October 2020)

### Policy statement

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

### Procedures

- ❖ Parents of children starting at the setting are asked to provide the following specific information which is recorded on our Application Form/Star+
  - Home address and telephone number(s)
  - Place of work, address and telephone number (s)
  - Mobile telephone number(s)
  - Names, addresses, telephone number(s) of adults who are authorised by the parents to collect their child from the setting.
- ❖ 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 persons 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.
- ❖ We inform parents that we apply our child protection procedures in the event that their children are not collected from the setting by an authorised adult within one hour after the setting 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/work. If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting and whose telephone number(s) are recorded on the Application Form/Star+ 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 Application Form/ Star+ to collect the child
  - If no one collects the child after one hour and there is no one who can be contacted to collect the child, we apply our procedures for uncollected children.
  - We contact our local authority children's social services care team: 0207 525 7328.
  - The child stays at the 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 do staff to 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.
- ❖ OFSTED may be informed.

This policy was adopted at a meeting of: Rockingham Community Nursery

Held on: \_\_\_\_\_ Signature: \_\_\_\_\_

Role on Committee: October 2021.

