

# **Harrold Pre-School Policies**



## **Uncollected Child Policy**

Harrold Pre-School provides care for children during the stipulated opening times only. Where children are not collected by the time the setting closes, arrangements are made to secure children's safeguarding and welfare.

In the event that a child is not collected by an authorised adult, staff will ensure that the child receives a high standard of care in order to cause as little distress as possible. The Pre-School informs parent/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Parents of children at the Pre-School are asked to provide specific information on the admissions declaration form, including:

- Home address and telephone number, if parents do not have a home telephone number, an alternative number must be provided, i.e. a neighbour.
- Place of work, address and telephone number.
- Mobile telephone number.
- Names, addresses, telephone numbers of adults who are authorised by the parents to collect their children from preschool, for example a child minder or grandparent or friend.
- Information about any person who does not have legal access to the child i.e. estranged parent.

On occasions when a parent knows they will not be contactable on any of the telephone numbers provided, they must record how they can be contacted or who will be collecting their child, in the Daily Diary.

On occasions when a parent or the persons normally authorised to collect the child are not able to collect them or the child is going home with another preschool child, they must record this information in the Daily Diary. There will be an agreement with the parents on how the identification of the person who is to collect their child will be verified.

Parents are informed that if they are unable to collect their child as planned they must inform the preschool so that back up procedures can be implemented. We provide parents with our contact telephone number. We also inform parents that in the event that their children cannot be collected from Pre-School by an authorised adult and the staff can no longer supervise the child, our child protection procedure will be applied.

## **Uncollected Child Procedure**

If a child is not collected at the end of the session, the following procedure will be implemented:

- Two staff will remain with the child on the premises – one of whom will be the Leader/Deputy.
- Every effort will be made to contact the parent/s to find out what has happened.

- Emergency contacts will be called to see if there is another known carer who can collect the child.
- If no contact is made with either the parent or a known carer, and ONE HOUR has passed after closing time, the Local Authority Designated Officer (LADO) will be called.
- The child's details will be given to the LADO and an explanation of what has happened.
- Social workers will attempt to find parents and will take the child into their care if the parent cannot be found.
- While waiting for the parent, staff will ensure the child is not made anxious and will not discuss their concerns in front of him/her.
- The child will be made to feel comfortable, with something to eat or drink and engaged in activities.
- Telephone calls will be made where the child cannot hear.
- Staff will not go off premises to look for the parent
- Staff will not go off premises to take the child home or to a carer.
- Staff will not offer to take the child home with them to care for them in their own home until contact with the parent is made.
- Staff will make a record in the child's file that the lateness has occurred, what they did about it, when the parent arrived or whether the LADO was called.