

# **St Wystan's School and Nursery**

## **EYFS Uncollected child policy**

St Wystan's aims to ensure that any uncollected child receives a high standard of care in order to cause as little distress as possible.

In the event that a child is not collected by an authorised adult at the end of a day/session, St Wystan's 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.

St Wystan's informs 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 St Wystan's 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 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 or the persons normally authorised to collect the child are not able to collect the child, they provide us with the name of the person who will be collecting their child. If this is someone unknown to staff, we agree with parents to have a Password system in place to verify the identity of the person who is to collect their child. (Passwords for the Nursery children are on the wall in the staff kitchen area.)

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 as set out in our Child Protection policy in the event that their children are not collected from setting by an authorised adult within half an hour after the setting has closed (following After School Care) and the staff can no longer supervise the child on our premises.

If a child is not collected at the end of the day/session, we follow the following procedures:

- The child's Communication Diary 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.

If the child is a Nursery child who should have been collected at the end of the morning session, we will keep the child with the rest of the Nursery group to provide continuity and reassurance, and we will continue to attempt to contact parents/carers. If no-one collects the child within half an hour 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 services care team
- The child stays at school 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 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.

This document is reviewed and ratified annually by the Governing body, or as events or legislation change requires.

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READ AND APPROVED BY: Chair of the Governors and SLT

READ AND SHARED: Staff of the school

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