ST WYSTAN'S SCHOOL & NURSERY

UNCOLLECTED CHILD POLICY

This policy includes the Early Years Foundation Stage (EYFS)

Policy reviewed: January 2022Policy to be reviewed: January 2025

This Policy forms part of our whole school Safeguarding Policy

Policy statement:

In the event that a child is not collected by an authorised adult at the end of a session/day, St Wystan's School 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 are asked to provide the following specific information which is recorded on our Registration Form, this is reviewed and checked yearly:

     o Home address and telephone number

     o Place of work, address and telephone number.

     o Mobile telephone number.

     o Who has parental responsibility for the child.

     o Information about any person who is not permitted legal access.

• On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us of how they can be contacted.

• For occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with names, addresses and telephone numbers who are authorised by the parents to collect their child from the nursery or school, with an agreed password.

• Parents are informed that if they are not able to collect the child as planned, they must inform us as soon as possible so that we can put necessary measures in place. We provide parents with our contact telephone number.

· We inform parents that we apply our child protection procedures as set out in our Safeguarding Policy 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:

 o The child is taken to wait in After School Care.

 o The child's file is checked for any information about changes to the normal collection routines.

 o If no information is available, parents/carers are contacted at home or at work.

 o 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 are contacted.

 o All reasonable attempts are made to contact the parents or nominated carers.

 o 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 one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children. We contact the Multi-Agency Safeguarding 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 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.

POLICY DEVELOPMENT AND REVIEW

This policy document was produced in consultation with the entire school community, including school staff and Governors.

Author	Karan Hopkinson		
Previous Reviews	26.04.2021 /24.04.2018		
Date of Next Review			
Governing Body Approval	**Yes**/No	Signed/Dated	
Website/App	**Yes**/No	ISI	**Yes**/No
Staff Handbook	**Yes**/No	Parent Handbook	**Yes**/No