**SAFEGUARDING CHILDREN – Uncollected Child Policy.**

(To be read in conjunction with all other safeguarding policies.)

Cowling Preschool will take necessary steps to safeguard all children, and ensure that when children leave our premises it is to an authorised person only, and strict guidelines will be followed when a child remains uncollected.

**Policy Statement.**

In the event that a child is not collected by an authorised adult at the end of a session we put into practise 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 can be reassured that their child 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 registration form:

1. Home address and telephone number.
2. Mobile telephone number.
3. Names, addresses, telephone numbers of adults who are authorised by the parents to collect the child from preschool e.g. grandparents or a child minder.
4. 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 aware that they will not be contactable in the usual way, they should inform staff on arrival and provide alternative contact details which will be recorded on the arrival/departures sheet or the daily record book.
* On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they should provide the name and telephone number of the person who will be collecting their child and this should be recorded on the arrival/departures sheet and the daily record book. We then agree with parents how to verify the identity of the person who is to collect their child, by using a password and description system.
* Parents are informed that if a child cannot be collected as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone numbers.
* We inform parents that in the event that their child cannot be collected from preschool by an authorised adult and staff can no longer supervise the child in our premises we will apply our child protection procedures as set out in our child protection policy.
* If a child is not collected at the end of the session, we carry out the following procedures:

1. The arrival/departure sheet and daily record book is checked for any information about changes to the normal collection routines.
2. If no information is available, parents/carers are contacted at home or at work.
3. If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting will be contacted via the telephone numbers recorded on the registration form.
4. All reasonable attempt will be 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, the arrival/departures sheet or the daily record book.
* The child stays at preschool in the care of two fully checked members of staff until the child is safely collected.
* If no one collects the child and the premises are closing, or staff will no longer be available to care for the child, we follow the guidance of the North Yorkshire Safeguarding Children Board and contact the North Yorkshire Children’s social care team. We also inform Ofsted.
* A full written report of the incident is recorded; and depending on circumstances, we reserve the right to charge parents for the additional hours worked by staff.

**IMPORTANT CONTACT DETAILS:**

* **North Yorkshire Safeguarding Children Board:** [**www.safeguardingchildren.co.uk**](http://www.safeguardingchildren.co.uk)
* **North Yorkshire Children’s Social Care: 0845 034 9410.**
* **North Yorkshire Children’s Social Care Emergency Duty Team: 01609 780780.**
* **Ofsted: 0300 123 1231.**

**This policy was adopted on .……………………………….......**

**Date to be reviewed ...……………………………………..**

**Signed on behalf of the management committee …………………………………………**

**Name of signatory …………………………………………**

**Role of signatory …………………………………………**