



Uncollected child

Policy statement

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

Southwell Smiley Faces 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 Southwell Smiley Faces 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 telephone number (if applicable).
 - Mobile telephone number (if applicable).
 - Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from Southwell Smiley Faces, for example a childminder or grandparent.
 - Who has parental responsibility for the child.

- 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 the persons normally 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. Southwell Smiley Faces will agree with parents how to verify the identity of the person who is to collect their child and request a password.
 - 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 in the event that their children are not collected Southwell Smiley Faces by an authorised adult within one hour after Southwell Smiley Faces 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, Southwell Smiley Faces will follow the following procedures:
 - The child's file and 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 Southwell Smiley Faces – and whose telephone numbers are recorded on the Registration Form – 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 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.
 - Southwell Smiley Faces will contact our local authority children's social care team on:
01305 760139 (telephone number)

- Or the out of hours duty officer on:
- 01202 657279 (telephone number)

- The child stays at Southwell Smiley Faces 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 leave the premises with the child.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, Southwell Smiley Faces reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed on:
0300 1231231 (telephone number)

The following policy supports our Uncollected Child Policy:
Safeguarding Children and Child Protection

THIS POLICY IS APPLICABLE TO BOTH PRE-SCHOOL AND OUT OF SCHOOL CLUB

Updated: September 2017

This policy was adopted at a meeting of

Southwell Smiley Faces

Held on

Date to be reviewed

Signed on behalf of the management
committee

Name of signatory

Role of signatory
