

Felixstowe Nursery School

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedure, to safeguard children.

Uncollected child

Statement:-

In the event that a child is not collected at the end of session by an authorised person, the setting follows the agreed procedures. This ensures the child is looked after safely by qualified practitioners who the child knows. We ensure that the child continues to receive high standards of care and support to cause as little distress as possible.

We inform parents/carers of our procedures so they know their child is properly cared for should they be delayed for any reason.

Procedures:

- Parents include the following information on their child's registration form when they start at the setting:-

Home address and telephone number-if parents do not have a telephone alternative number must be given such as 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 to those adults authorised to collect their child from the setting such as grandparent or child minder.

Who has parental responsibility for the child.

Information about any person who does not have legal access to the child.

- On the occasions that parents will be in at home or usual place whilst their child is at nursery they inform us in writing or verbally and the staff then record it of how they can be contacted or who is to be contacted instead.
- On the occasions that the persons normally authorised to collect their child will not be collecting their child they provide us with the details of who will be collecting and provide a contact number if they can't be contacted themselves. Parents sign in the permission for collection book in the nursery's entrance area or send in written permission to authorise this person. We agree with parents how to verify the identity of this person collecting their child.
- Parents are asked to inform us if they are not able to fetch their child as planned,

this is so we can implement back-up measures. We provide all parents with the settings contact telephone number.

- We inform parents that we apply our child protection procedures as set out in our safeguarding children policy in the event that their child has not been 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 the premises.
- If the child is not collected at the end of the session we follow the following procedures:-

The child's file is checked for any changes to normal collection routines.

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

If this is unsuccessful, the adults authorised by the parents to collect their child from the setting are contacted using the information from the child's registration form.

All reasonable attempts are made to contact the parents or authorised person.

The child does not leave the setting with any person unauthorised to do so.

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 our local authority children's services care team:

..... Telephone number.

Or the out of hours duty officer

..... Telephone number.

The child stays at the setting in the care of two members of staff (who are fully vetted) until the child is collected safely either by the child's parents or the 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 the circumstances, we reserve the right to charge parents for the additional hours worked by the staff.
- Ofsted may be informed:

.....Telephone number

Our local Preschool Learning Alliance office may also be informed

.....Telephone number

This policy was adopted at a meeting of Felixstowe Nursery School.

Held on

Date to be reviewed.....

Signed by Chairperson.....

Signed by Manager.....