

UNCOLLECTED CHILD POLICY

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Policy Statement

Snowy's is committed to providing a safe environment for children. Safety of children is our top priority. When a child is not collected from the setting at the end of a session, our first priority is the safety and wellbeing of the child.

We want to ensure that children are cared for safely by an experienced and qualified practitioner who is known to the child, until they are passed into the care of a responsible parent/carer. We want to reassure parents that if they are unavoidably delayed, their child will be properly cared for.

Procedure

Parents of children starting at Snowy's are asked to provide contact details for themselves and other specified adults who are authorised to collect their child. Parents are also asked to provide a password that can be used to ensure that only people authorised to collect the child are able to do so, when the person is not known to Snowy's.

If a parent/carer is unable to collect their child as planned, they must inform Snowy's by telephone as early as possible.

If a child is not collected at the expected collection time, Snowy's will apply the following procedure:

1. The register 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 Snowy's - and whose telephone numbers are recorded on the Registration Form - are contacted.
4. All reasonable attempts are made to contact the parents or nominated carers.
5. The child does not leave the premises with anyone other than those named on the Registration Form.

If no-one collects the child after the setting is closed and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children:

1. We contact our local authority children's social services care team
2. The child stays at Snowy's in the care of two fully-vetted members of staff until the child is safely collected either by the parents or by a social care worker.
3. 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.
4. Under no circumstances do staff take the child offsite to look for the parent, nor do they take the child home with them.
5. A full written report of the incident is recorded in the child's file.
6. Depending on the circumstances, we reserve the right to charge parents for the additional time the child is at the setting after the session.
7. Ofsted may be informed.

Links to Other Snowy's Policies and Procedures

- Safeguarding and Child Protection Policy
- Looked After Children Policy

Legal Reference and Context Including Web Links

- HMG Working Together to Safeguard Children July 2018
- DFE Keeping Children Safe in Education September 2018
- Children Act 2004/1989
- DFE Safeguarding Vulnerable Groups Act 2006
- HMG The Children Act 2006
- DFE Childcare Act 2006