

## Safeguarding and Welfare Requirement: Child Protection

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



### 1.4 Uncollected child

#### Policy statement

In the event that a child is not collected by an authorised adult at the end of a session, we put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. The child will receive 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 starting at the setting 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, address and telephone number (if applicable).
  - Mobile telephone number (if applicable).
  - Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
  - Who has parental responsibility for the child.
  - Information about any person who does not have legal access to 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 details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.
- All children must be picked up by an appropriate person over the age of 16 (or the parent if the parent is under the age of 16)
- We operate a password system to ensure the eligibility of the person collecting the child. Each child is issued with a password which is given to the parent. A copy of each child's password is kept with the keyworker. Staff will ask the person collecting the child for the password and check it matches our records before allowing the child to leave with that person.
- No child is allowed to leave the Playgroup with anyone not authorised by the parents.
- 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 by an authorised adult.
  - If no-one collects the child within 30 minutes of their expected collection time and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
  - We contact the local authority children's social care team:  
If the children's social care team is unavailable [or as our local authority advise] we will contact the local police]
 

02380 832300	<i>(name and phone number)</i>
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  - Or the out of hours duty officer (where applicable):
 

02380 833336	<i>(name and phone number)</i>
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- After an additional 15 minutes if the child has not been collected, we will contact the above statutory agencies again.
- The child stays at the 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 will 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.
- The Foundry Lane Community Playgroup Management Committee reserve the right to charge parents an on the spot penalty notice of £5 for late collection after 5 minutes and then for every further 15 minutes an additional £5.
- Parents will have 1 week to pay the penalty. After 1 week of non-payment a reminder letter is issued. After 1 more week a warning letter will be issued from the staff informing parents the case has now been

referred to the Management Committee. The Management Committee reserve the right to withdraw the child's place following a non-payment of a penalty.

#### **Other useful Pre-school Learning Alliance publications**

- Safeguarding Children (2010)

This policy was adopted at a meeting of	Foundry Lane Community Playgroup Management Committee
Held On	15 <sup>th</sup> July 2009
To be reviewed	Annually
Signed for and on behalf of Foundry Lane Community Playgroup Management Committee	
Name of Signatory	K. Heath
Role of Signatory	Chairperson

Review Date	Reviewed By (Name)	Role	Signed
12/12/10	V. Whybrew	Chairperson	
19/06/12	B. Angel	Chairperson	
28.02.13	B. Angel	Chairperson	
31.01.15	C. Carstairs	Treasurer	
20.11.16	S. Andrade	Chair	
02.12.17	J. Tanner	Chair	
22.02.18	J. Tanner	Chair	
26.11.18	J. Stephens	Chair	
09.01.2020	J. Stephens	Chairperson	
15.12.2020	J. Stephens	Chairperson	