

# Bow Lane Pre-school

## The Safeguarding and Welfare Requirements: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

### Child Protection

#### 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/day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by experienced and qualified practitioners who are 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.

As part of the registration process all parents/carers are advised of our procedures regarding late collection, so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

##### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.4 The wider context	

##### 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 (work contact number if applicable) - if the parents do not have a telephone, an alternative number must be given, to ensure we are able to contact them in the event of an emergency
- Mobile telephone number (if applicable).
- Names, 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 advance 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. We agree with parents how to verify the identity of the person who is to collect their child.
- We provide parents with our contact telephone number.
- We inform parents that we apply our safeguarding procedures as set out in our safeguarding policy in the event that their children are not collected from setting by an authorised adult within one hour after the session has ended or the setting has closed and the staff can no longer supervise the child on our premises.
- Parents are advised to contact the setting if they are likely to be delayed in collecting their child at the agreed time (eg public transport breakdown/delay etc).
- If a child is not collected at the end of the session/day, we follow the following procedures:
  - The child's file is checked for any information about changes to the normal collection routines.
  - Parents/carers are contacted at home or at work using the current information as advised by parents and kept on a child's file. If this is unsuccessful, where possible a message will be left for the parent/carer..
  - Following this the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the Registration Form - are contacted and asked to collect the child.
  - All reasonable attempts are made to contact both 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 all attempts to contact parent/carers and nominated adults fail and no-one collects the child after 30 minutes, we apply the procedures for uncollected children which are as follows:-

- We contact Merton's Local MASH team:  
020 8545 4226/4227 (telephone number)

Where this is before 9.00 am or after 5.00 pm, this will be the out of hours duty officer:  
020 8770 5000 (telephone number)

- If the children's social care team is unavailable [or as our local authority advise] we will contact the local police]
- The child will remain on the premises of the setting in the care of two fully-vetted workers until the child is safely collected either by the parents or the Police.
- We have an agreement in place with the Scouts to use the meeting room on the premises after our finish time if the premises are being used by another body.
- 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.
- Staffs will not leave the premises to look for parent/carers, deliver the child to alternative premises, nor do they take the child home with them. There may be circumstances whereby a sibling is still at Hatfeild/SJF Primary School-our link schools and a decision will be made as to whether we take the child there. If this is the case a member of Bow Lane Pre-school will stay with the child at all times),
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed:  
0300 123 1231 (telephone number)

This policy was adopted at a meeting of	Bow Lane Pre-school	name of setting
Held on	6 <sup>th</sup> September 2018	(date)
Date to be reviewed	6 <sup>th</sup> September 2019	(date)
Signed on behalf of Bow Lane Pre-school	<hr/>	

# The Pre-school Group Ltd

Name of signatory

Role of signatory

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Gaye Hooker

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Owner

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