



# St Stephens Community Academy

## Uncollected child Guidelines

The An Daras Multi Academy Trust (ADMAT) Company  
An Exempt Charity Limited by Guarantee  
Company Number/08156955

Status: <b>Approved</b>	
Recommended	
Statutory	No
Version	V2.0
Adopted (v2.0)	<b>Jan 2017</b>
Review (v2.0)	<b>Jan 2018</b>
Advisory Committee	Local Governing Advisory Body
Linked Documents and Policies	Safeguarding Policy

## Uncollected child Guidelines

### 1. Purpose and Directions of the Plan:

In the event that a child is not collected by an authorised adult at the end of a session/day, St Stephens Pre-School 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.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they can be reassured that their children will be properly cared for.

### 2. The Main Priorities of the Uncollected Child Guidelines

#### General

- Parents of children starting at St Stephens Pre-School are asked to provide the following specific information which is recorded on our Registration Form and stored centrally on SIMS.
  - 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 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.
- 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 from setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.

#### Procedure

- If a child is not collected at the end of the session/day, we follow the following procedures:
  - The child will be walked to the main school office to be collected by the parents.

- The child's file 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 the setting – 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 contact the Designated Child Protection Officer who will do the following:
  - Contact our local authority children's social care team
  - The child will stay at school in the care of two staff 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 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 our staff.
  - Ofsted may be informed.

The Uncollected child guidelines will be made available on the website via the Pre-School section

Next review will be: **January 2018**

Signed:..... Pre-School Manager

Date:.....