

Westminster Nursery School

Uncollected Child Policy

**Policy Statement**

If 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 by the child. The child will receive a high standard of care to cause as little distress as possible. These procedures are made available to parents/carers via the Nursery School’s website 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 specific information, which is recorded on our Registration Form:
* Home address and telephone numbers of parents/carers or guardians – landline and mobile.
* An alternative number for a trusted and authorised adult that they would allow us to contact in an emergency.
* Work telephone number (if applicable).
* Who has parental responsibility for the child.
* Contact details of adults who are authorised by parents/carers to collect a child from the setting.
* Information about any person who does not have legal access to the child. Legal evidence is requested.
* On occasions when parents/carers, or the person normally authorised to collect the child, are not able to collect the child, they provide us with written details in the Parental Consent Book of the person who will be collecting the child including name and telephone number. Parents/carers are informed that if they are not able to collect their child as planned at the end of a session, they must inform us sothat we can implement back-up measures. We provide parents/carers with our contact telephone number.
* We inform parents/carers that we apply our safeguarding procedures if their child is not collected by an authorised adult within 30 minutes after the end of a session and we have received no contact from them. We also reserve the right to charge a lunch club fee of £5.00 for a morning child that is not collected within 30 minutes after the end of a session.
* If a child is not collected at the end of a session, we follow the procedure below:
* The Parental Consent book is checked for any information about changes to the normal collection routine.
* The school office is asked if they have received any communication from parents/carers or person expected to be collecting the child.
* If no information is available parents/carers are contacted by office staff trying all numbers on file.
* If this is unsuccessful, the adults who are authorised by parents/carers to collect their child from the setting – whose numbers are recorded on the registration form – are contacted.
* All reasonable attempts are made to contact parents/carers or nominated carers.
* The child is not allowed to leave the premises with anyone other than those named on the registration form or in the Parental Consent book.
* If no-one collects the child after 30 minutes and there is no-one who can be contacted to collect the child, we apply the procedure for an uncollected child.
* We contact the Local Authority social care team:

CHECS 0300 123 5012 option 2

* The child stays at the school in the care of two members of school staff until the child is safely collected by either parents or by a social care worker.
* Social care will aim to locate the parent, relative or an authorised person for collection. If they are unable to do so, the child will become looked after by the Local Authority.
* Under no circumstances will the child be taken to look for the parent/carer.
* A full written report of the incident is recorded in the child’s file.
* Depending on circumstances there may be a charge to parents/carers to cover the cost of additional staff hours.
* Ofsted may be informed.
* If this is a repeated circumstance the school may implement its safeguarding procedures relating to concerns about how a parent is meeting the needs of their child.

Reviewed by Chairs Committee: Autumn Term 2023

Signed by Chairs Committee Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ratified by Governing Body

Next Review Autumn Term 2024