

## **Safeguarding and Welfare Requirement: Child Protection**

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



## **Child Collection, Uncollected Child and Late Collections**

### **Policy statement**

Every child must be collected by an authorised, responsible adult at the end of the session. This needs to be either the parent / guardian with legal parental responsibility or an authorised adult over the age of 16.

This adult must be in a fit state to take responsibility for the child. The adult must not be under the influence of alcohol or other substances as this may affect their ability to safely care for the child. Staff will not release a child to any adult if they have concerns for the child's safety. Should this situation arise, staff will follow the procedure detailed below.

In the event that a child is not collected by an authorised, responsible adult at the end of a session / day, 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 of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent. These will be the 'emergency contacts'.

- 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 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. This will usually involve a password and photo ID.
- 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 20 minutes after the setting has closed and the staff can no longer supervise the child on our premises.
- 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.
  - 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 (the emergency contacts).
  - 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 the setting has closed and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
  - We contact our local authority children's social care team:  
01865 897983 or 0800 833408 (telephone number)

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- 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.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed:  
0300 1231231 (telephone number)

- Our local Pre-school Learning Alliance office / Pre-school Development Worker may also be informed.  
MASH - 0345 0507666 or 0800 833408 (out of hours) (name and telephone number)

### **Late Pick Up**

- If parents or carers are going to be late, they should arrange for somebody else to collect the child and telephone the pre-school to inform us of who will be collecting, along with a description and password, so that the staff are aware of who to expect.
- On the third occasion of a late pick up a £20 charge will be made.

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

- Safeguarding Children (2010)

This policy was adopted at a meeting of \_\_\_\_\_ Southmoor Pre-School \_\_\_\_\_ (name of provider)

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management committee

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_\_\_