



The Little Meadow Group

Uncollected Child

Procedure

Issue 4

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The Little Meadow Group

Uncollected Children

Policy Statement.

In the event that a child is not collected at the end of the session by an authorised adult, the setting will put into practice its agreed procedure. These procedures will ensure that the child is kept safe by experienced and qualified practitioners known to the child. The setting will aim to cause as little stress to the child whilst the procedure is evoked.

We give parents access to our procedures 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	

Procedure

1. The Little Meadow Group will ask parents to provide the following specific information on the registration forms prior to the child starting.
 - Home address and telephone number – if parents do not have a phone number, an alternative number must be given, 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. i.e. grandparents. The setting may also request passwords and/or photos when those authorised do not collect on a regular basis.
 - Who has parental responsibility for the child?
 - Information about any person who does not have legal access to the child and any associated paperwork should the person have proven parental responsibility.
2. On occasions when parents are aware that they will not be home or in their usual place of work they will provide us in writing the specific contact details for that day.



3. When neither parents nor those normally authorised to collect the child will be doing so, the setting will require written details of the name, address and telephone number of the person who will be collecting. Where this person is unknown to the setting, we will agree with parents how to verify the identity of the person collecting. This predominantly will be from a photo provided by parent.
4. Parents are informed that if they are not able to collect the child as planned, they must inform us so we can begin to take back up measures. Parents are all provided with our contact details. This would also involve preparing the child from a change to their expected routine.
5. Should parents be delayed in an emergency or unforeseen situation i.e. sickness of a sibling and arrange for an unauthorised person to collect from the setting, staff will not release the child should the person not be listed on the child's file or the adult with parental responsibility has not contacted the setting and an agreement be put in place i.e. password, until they have made contact with a person with parental responsibility and obtained the necessary permissions.
6. The Little Meadow Group will inform parents via the stay and pay that should their child not be collected by an authorised person within an hour of the session finishing and staff are unable to supervise their child on the premises, we will invoke the Child protection procedure as set out in our Child Protection policy.
7. If a Child has not been collected by an authorised person 15 minutes after the end of the session, Staff of the Little Meadow Group will follow the following procedure:
 - The Childs records will be checked for any note regarding a change to the normal collection routine
 - If no information is available, parents /carers will be contacted at home or work.
 - If this is unsuccessful, Staff will contact all authorised adults on the registration form and emergency contact details.
 - All reasonable attempts will be made to contact parents or nominated parents and staff will use their knowledge of the family to obtain possible contact details i.e. comparing contact details held with those held for a sibling at the local primary school.
 - The child will not leave the premises with anyone other than those named on the Registration form or in their file unless staff have verified details with the person identified as having parental responsibility for the child.
 - If no one collects the child after one hour and there is no one who can be contacted to collect the child, we will apply the procedures for uncollected children.
 - We contact our local authority children's social services care team 01452 426565
 - The Child will stay at the setting with two authorised and familiar staff until they are collected safely either by the parents or by a social care worker.
 - Social Care will aim to find a parent or relative if they are unable to do so, the child will become looked after by the local authority.
 - Under no circumstance will a staff member go out to look for the parent or will the child leave the premises to stay with a staff member.
7. A full written report of the incident will be placed on the child's file.
8. Depending on the circumstances, we reserve the right to charge parents for the costs incurred by the setting for the additional hours.

9. Ofsted may also be informed on 03001231231.