

Mayday Playschool

Safeguarding child Protection Policy & Procedure

Uncollected child (Late collection)

Statement of intent

In the event that a child is not collected by an authorised adult at the end of a session/day, Mayday Playschool puts into practice agreed procedures. These ensure the child is cared for safely by two experienced and qualified practitioner who is known to the child.

Aim

In the event that a child is not collected by an authorised adult, we will ensure that 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 Mayday Playschool 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 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 writing of how they can be contacted.
 - Updated registration forms are sent out to parents confirming correct details.
- 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 by an authorised adult within 30 mins after the time the child should have been collected and the staff can no longer supervise the child on our premises. After this time if not contact is made by an authorised adult we will the Children's advice & duty service (CADS) 01634 334466

- If a child is not collected after 30 Mins we follow the procedures below:
 - 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.
 - After this time if no contact has been made by an authorised adult we will contact the Children's advice & duty service (CADS) 01634 334466 out of hours 03000419191

 - 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.
 - CADS 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.
- Where CADs are involved Ofsted will be informed:
OFSTED – 0300 123 123 1

- Our local Pre-school Learning Alliance office/Development Worker may also be informed.
Pre-school learning alliance – 020 7697 2500

This policy was adopted at a meeting of Mayday Playschool

Updated 7/9/20

Signed on behalf of all members of staff (print)

This policy relates Safeguarding & Welfare requirements 3.73 point 5 EYFS
