

Safeguarding and Welfare Requirement: Child Protection

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

Uncollected child

This policy was adopted by the St George's Board of Directors held on

Date: 29 July 2019

Date of Next Review: July 2020

Signed on behalf of St George's: [Signature]

Name of Signatory: ADRIAN CROUCH

Role of Signatory: CHAIRMAN

Policy statement

In the event that a child is not collected by an authorised adult at the expected collection time, we put into practice agreed procedures. This will ensure that the child will receive a high standard of care in order to cause them 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 are asked to provide the following specific information when their child starts attending our setting, which is recorded on our Registration Form, data base and emergency details:
 - 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, telephone numbers and signed authority 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 who 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 the details of the name, 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. We use a password that we ask for at the time of registration.
- 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 45 minutes after St. Georges has closed and the staff can no longer supervise the child on our premises.
- If a child is not collected at their expected collection time, 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 St. George's. - and whose telephone numbers are recorded on the Registration Form and data base are contacted.
 - All reasonable attempts are made to contact the parents or nominated carers.
 - The child will not leave the premises with anyone other than those named on the Registration Form or in their file.
 - If no-one collects the child within 30 minutes of their expected collection time and there is no named contact who can be contacted to collect the child, we apply the procedures for uncollected children.
 - If we have any cause to believe the child has been abandoned we contact the local authority children's social care team.
 - If the children's social care team is unavailable (or as our local authority advise) we will call the local police.
- The local authority children's social care team:

Tunbridge Wells Social Services – Central Duty 03000 41 11 11

Or the out of hours duty officer

Central Duty Out of Hours Number – 03333 41 91 91

After an additional 15 minutes if the child has not been collected, we will contact the above statutory agencies again.

- The child stays at St. Georges 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 we go to look for the parent, nor leave the setting premises with the child.
- We ensure that the child is not anxious and we do not discuss our concerns in front of 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.
- Ofsted may be informed:

0300 123 1231

