



**LADYBIRDS**  
NURSERY

## Uncollected Child

2021/2022

## Safeguarding

### Policy

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



Place of work, address and telephone number (if applicable)



Mobile telephone (if applicable)



Names and address, telephone numbers of adults who are authorised by the parents to collect their child from nursery.



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 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 details of the name, address and telephone number of the person who will be collecting the child. We agree with the parents how to verify the identity of the person who is to collect the child; this is usually with a password.

We inform parents that we apply our child protection procedures as set out in our child protection policy in the event that their children are not collected from nursery by an authorised adult within half an hour after the nursery has closed, or their session has ended.

If a child is not collected at the end of the day/session, 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 nursery - and whose contact numbers are on the registration form - are contacted.



All reasonable attempts are made to contact the parents or nominated responsible people.



The child will not leave nursery with anyone other than those named on the Registration form.



If no-one collects the child within half an hour, and without the parents telephoning us to let us know they are going to be late, and there is no-one who can be contacted to collect the child, we apply the procedures for an un-collected child.



We will contact the Safeguarding Team between the hours of 8.45am to 6pm, on 01204 331500 or the emergency duty social worker between 6pm and 8.45am on 01204 337777



The child will stay at nursery in the care of two fully qualified staff until the child is safely collected by either the parents, an authorised parent or by children's services.



The local authority team will take responsibility for the child and aim to find the parents or relative. If they are unable to do so the child will be looked after by the local authority.



Under no circumstances does any member of staff go to look for the child's parents, nor do they consider taking the child home with them.



A full written report of the incident is recorded in the child's file.



Depending on circumstances the management reserves the right to charge parents for the additional hours worked by our staff.



We will inform Ofsted of any such incident regarding a child not being collected.

Issue Date January 2016

Date to be Reviewed January 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be reviewed April 2020

Date reviewed June 2020

Date to be Reviewed June 2021

Date Reviewed September 2021

Date to be Reviewed September 2022

Date Reviewed December 2021

Date to be Reviewed December 2022

Date Reviewed

This policy will be reviewed sooner than the review date should any new information become available