

CROFTON EARLY LEARNERS



Safeguarding Children: Policy for Non-Collection of Children

Statement of intent

In the event that a child is not collected by an authorised adult at the end of a session/day, and there has been no contact from the parent, or there are concerns about the child's welfare, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an 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 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 specific information which is recorded on our Registration Form, including:
 - 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; and
 - who has parental responsibility for the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted in our Collection Book.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, and telephone number of the person who will be collecting their child in our Collection Book. 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 procedures. We provide parents with our contact telephone number. We also inform parents that - in the event that their children are not collected from setting by an authorised adult after one hour the Leader or Deputy Leader will contact local Police and Social Services to discuss further action.

If a child is not collected on time at the end of any sessions the following procedure is put into place:

- The Collection Book is checked for any information about changes to the normal collection routines.
- If no information is available, after 15 minutes an initial attempt to contact parents/carers at home or at work will be made
- If the parents cannot be contacted, the designated person uses the emergency contacts to inform a known carer of the situation and arrange collection of the child. All reasonable attempts will be 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 and in the Collection Book.

Members of staff do not:

- go off the premises to look for the parents
- leave the premises to take the child home or to a carer
- offer to take the child home with them to care for them in their own home until contact with the parent is made

Staff make a record of the incident in the child's file using , usually a practitioner. A record of conversations with parents should be made, with parents being asked to sign and date the recording.

This is logged on the child's personal file along with the actions taken. A confidential safeguarding incident report form should also be completed if there are safeguarding and welfare concerns about the child, or if Social Care have been involved due to the late collection.

If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.

- We contact Children's Social Care on 020 8461 7373 / 7309 and provide name, date of birth and address of the child; the names of the parents/carers and their contact numbers plus any other relevant information regarding the child and their family.
 - If the children's social care team is unavailable we will contact the local police
 - Metropolitan Police dial 101
 - Or the out of hours duty officer (where applicable):
 - 5.00pm - 8.30am and weekends
 - **Tel: 0300 303 8671**
 - After an additional 15 minutes if the child has not been collected, we will contact the above statutory agencies again.
 - The child stays at setting in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social worker;
 - The Duty Social Worker will make arrangements for the child until the parent(s)/carer(s) can be traced. We wait with the child in preschool until the social worker arrives, or, in exceptional circumstances, it is agreed that the preschool will contact the police station
- These arrangements can also be implemented in the following circumstances:
 - Where a parent does not arrive to collect the child and no contact can be made because the telephone numbers (including any emergency numbers) provided by the parent/carers have been cut off or are unobtainable.
 - Where the person calling to collect the child is not considered an appropriate adult, eg is under age, appears intoxicated, and it has not been possible to contact the parent/carers or the emergency contact.
 - Once the child is in the care of Social Care, they will take the responsibility for tracing the parent(s)/carer(s).
 - Under no circumstances are staff to 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.

Charge for late collection of children

The parent or authorised person of a child who has booked into the pre-school (9.00 am to 12.00 noon) is expected to collect the child promptly at 12.00 noon (or with lunch at 1.00 pm) or for afternoon sessions (1.00pm to 4.00pm) the child should be collected promptly at 4.00 pm. If a parent or authorised person is persistently late collecting a child, the Leader will write to the parents reminding them of the times of the session and of the collections policy. If the parent or authorised person is subsequently late collecting the child on any occasion the Trustees have the right to impose a charge of £10 for collection 15 minutes after

the end of the agreed preschool session and a further £10 for every 15 minutes after half an hour after the end of the agreed preschool session.

This policy was adopted at a meeting of

CROFTON EARLY LEARNERS

Held on

30 January 2024

Date to be reviewed

January 2025
