



An Uncollected Child

In the event that a child is not collected by an authorised adult at the end of a session or day, we will put into practice the agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. 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 child will be properly cared for.

Procedure

Parents of children starting at the preschool 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 provided, perhaps a neighbour or a close relative
- Place of work, address and telephone number
- Mobile telephone number
- Name, address and the telephone number 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 away from home/work, they inform us in writing of how they can be contacted.
- On occasions when parents are not able to collect their 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 collecting their child i.e. passwords.
- 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 one hour after the setting has closed and the staff can no longer supervise the child on the premises

If a child is not collected at the end of the session/day, we follow the procedures below:

- The child's file is checked for any information about changes to the normal collection routine



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- If no information is available, parents/carers are contacted at home or work
- If this is unsuccessful, the adults who are authorised by the parents to collect the child from the preschool and whose telephone numbers were 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 premise with anyone other than those named on the Registration Form or on their file
- If no one collects the child after the preschool has closed and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children
- We contact our local Children's Advice and Duty Service Tel (01305) 228558
- The child stays at the setting in the care of two fully vetted members of staff until the child is safely collected either by the parents or by the social care worker
- Social care will aim to find the parent/carer 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 on the child's file
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by staff
- Ofsted may be informed: General enquiries Tel. 0300 123 1231

This policy was updated at a meeting of: The Committee of Bradpole Preschool

Held during the Autumn Term 2025

Date to be reviewed Autumn Term 2026