



GREAT LINFORD VILLAGE PRE-SCHOOL

Memorial Hall, Marsh Drive, Great Linford, Milton Keynes

Registered Charity No. 1027557

Tel: 0774 9869688 (during session time only)

Email address: greatlinfordvillagepreschool@hotmail.co.uk



Safeguarding and welfare Requirement: Child Protection

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

1.4 Uncollected child

Policy statement

In the event that a child is not collected by an authorised adult by their expected collection time, We put into practice agreed procedures. 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 are asked to provide the following specific information when their child starts attending Our setting, 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/me] in writing 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/me] with written details of the name, address and telephone



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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/me] so that We can begin to take back-up measures. Our contact telephone number is [insert telephone number].
- 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 - 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.
 - If no-one collects the child within one hour of their expected collection time and there is no-one who can be contacted to collect the child, We apply the procedures for uncollected children.
 - We contact the local authority children's social care team:

01908 253169 / 253170

(telephone number)

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- - The child stays at the setting in [for group provision: the care of two of our fully-vetted workers, one of whom will be our manager or deputy manager/for childminding provision: my care] 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:



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0300 123 1231

(telephone number)

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- Our local Pre-school Learning Alliance office/Pre-school Development Worker may also be informed.

Carol Brown 01908 263700

(name and telephone number)

This policy was adopted at a meeting of	Great Linford Village Pre-school	name of setting
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory (e.g. chair/owner)		



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