



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 home telephone, an alternative number must be given, perhaps a neighbour or close relative.

Place of work, address and telephone number

Mobile telephone number

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.

Details of who has parental responsibility for the child.

Information about any person who does not have legal access to the child.

On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the 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 to collect their child. This is usually by using a prearranged password.

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.

Our contact telephone number is:

Dunton Green: 074548 830199

Shipbourne: 07548 830200/ 01732 811297

Weald: 07548 830204

If a child is not collected at their expected collection time, we will 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 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 uncollected 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 contact the local police]

Kent Police: 01622 690690

Children's Social Care : 03000 41 61 61

The child stays at the setting in the care of two of our fully-vetted workers, one of whom will be our manager or deputy manager until the child is safely collected either by the parents or by a social care worker, or by another person specified by social care.

If the parent/carer arrives before Social Care attend, permission will be sought from Social Care if the child can be released into the adults' care.

If the child remains uncollected, 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.

Ofsted may be informed:

03001231231

This policy was adopted by: Tribe Incorporated Ltd

Dated: 11.5.25

Date to be reviewed: 11.5.26

Written by: Alexandra Stewart

Role: Owner/Director/DSL/SENCO

Signed on behalf of provider: