



## *Uncollected Child Policy*

When a child is not collected at the end of a session and we have not been given any other instructions by the parents/carers we will:

- Check for information about changes to normal collection routines with all staff.
- If no information is available, parents/carers will be contacted at home or work.
- If this is unsuccessful, adults authorised to collect the child as named on the child's registration form will be contacted.
- All reasonable attempts will be made to contact the parents/carers, for example contacting a neighbour or by another member of staff visiting the child's home.
- The child will remain at pre-school in the care of two fully vetted workers until safely collected.
- The child can only leave with an adult named on the registration form or an adult who has been given the child's password by the parents/carers of the child.

If no one collects the child and the premises are closing or the staff are no longer available to care for the child, we apply the procedures set out in the 'Child Protection' Policy. We contact the Local Safeguarding Children Board, inform Ofsted and the Wiltshire Early Years team.

A full written report of the incident will be recorded.

Depending on circumstances, we reserve the right to charge for the additional hours worked by staff to care for the uncollected child. (£5:00 per 15 minutes)

As stated on our registration forms, the person responsible for collecting a child must be 16 years of age or older.

If the parent/carer collecting a child is under the influence of drugs, alcohol or other substance misuse, we will follow the Child Protection Policy and Procedures. If the child is in immediate danger we will call the police.