



1.4 Uncollected Child

Safeguarding the welfare requirements child protection

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Policy Statement

In the event of a child not being collected from Little Gillies by an authorized adult at the end of the session or day, we put into practice agreed procedures. This is to 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 about 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 little Gillies are asked to provide the following specific information which is recorded on a registration form:

- Home address and telephone number- if the parents do not have a telephone and alternative numbers must be given, perhaps a neighbour or a close relative
- Place of work, address and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Name, address, telephone numbers and signatures of adults who are authorized by the parents to collect their child from the setting, for example a family member
- We will ask for at least 4 different numbers.
- Who has parental responsibility for the child? Proof will be needed
- 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 the usual place of work they inform us in writing at how they can be contacted

On occasion when parents, or the person's normally authorized 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 a child. We agree with the parents how to verify the identity of the person who



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was collecting their child with a password and brief description of said person. If someone comes to collect your child and we have not been told then we will not let your child leave Little Gillies

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 backup measures. We provide parents with a contact number. We ask parents not to email

We inform parents that we apply child protection procedures in the event that their child are not collected by an authorized adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.

If a child is not collected at the end of the session or day, 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 or carers are contacted at home or at work
- If this is unsuccessful adults who are authorized by the parents to collect the child from the setting and whose telephone numbers are recorded on the registration form are contacted
- All reasonable attempts are made to contact the parents or nominated carers. It is the parents responsibility to make sure that all the information we have is updated and correct
- 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 a child after the setting has closed and there was no one who could be contacted to collect the child, we apply the procedures for uncollected children.

We contact our local authority children's social care team

The child stays at Little Gillies in the care of two fully vetted workers and until the child is safely collected either by the parents or by a social care worker.



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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 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 in the child's file

Depending on circumstances we reserve the right to charge parents for additional hours worked by our staff

Ofsted may be informed

All policies and procedures are implemented, reviewed and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.

This policy was adopted at a meeting of Little gillies

Held on.....

Date to reviewed

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

Reviewed by Sarah Beresford

Date June 2023