

## General Welfare Requirement: Safeguarding and Promoting Children's Welfare

Glebe House School Early Years Staff must take necessary steps to safeguard and promote the welfare of children.

# Safeguarding Children

## 1.6 Uncollected child

### Policy statement

In the event that a child is not collected by an authorised adult at the end of a session/day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives 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.

### EYFS key themes and commitments

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
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### Procedures

- Parents of children starting at the setting are asked to provide the following specific information which is recorded on our Registration Forms:
  - 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 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 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.
- 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 as set out in our child protection policy in the event that their children are not collected from setting by an authorised 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/day, we follow the following procedures:
  - The child's file is checked for any information about changes to the normal collection routines, also red book in relevant year group register, blue file in filing cabinet regarding who is permitted by parents/carers to pick up their child or by checking with the Headmasters PA.
  - If no information is available, after approximately 10 minutes 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 from the setting - and whose telephone numbers are recorded on the various Registration Forms - 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 Forms or in their file.
  - If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
  - We contact our local authority CADS team:

0344 800 8021 – 24 hour service

(telephone number)

- The child stays at setting in the care of two fully-vetted workers 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 do 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 the additional hours worked by our staff.
- Ofsted may be informed:  
     0300 123 1231 (telephone number)
- Our local Early Years Team may also be informed.  
     Early Years Advice Line 01603 222300 option 3

This policy was adopted at a meeting of	Glebe House Trust Nurseries	name of setting
	March 2021	(date)
Held on		
Date to be reviewed	March 2022	(date)
Signed on behalf of the management committee		
Name of signatory	Susie Pull	
Role of signatory (e.g. chair/owner)	Area Manager Glebe Trust Nurseries	

**Other useful publications:**

- Inspecting safeguarding in the early years, education and skills settings – Ofsted 2019
- Working together to safeguard children DfE 2018 updated Dec 2020.
- What to do if you are worried a child is being abused: advice for practitioners – DfE 2015
- Information sharing: Advice for practitioners providing safeguarding services to children, young people carers DfE 2018 refreshed April 2021 to be in line with Working together to safeguard children revisions December 2020.