



## **Uncollected children policy**

### **Rationale**

Selsdon Park Pre-School places child safety and welfare as its highest priority in line with its fundamental aim of helping children achieve more. Children who remain uncollected will be cared for by staff members until the situation has been resolved per the procedures stated below.

Selsdon Park Pre-School has written this policy to ensure that best practice and procedures are carried out at the Pre-School. This policy complies with the legal requirements of the Early Years Foundation stage statutory framework.

### **Implementation of the policy.**

1. Selsdon Park Pre-School has an obligation to ensure a member of staff (usually the pre-school manager) remains with any uncollected child at the end of the session.
2. Selsdon Park Pre-School will not release the child to an unauthorised person. A child will only be released to a person after written or telephones permission has been given, by the parent/carer. The parent must provide a physical description of the person due to collect the child and the password should be given to the person collecting the child.
3. Selsdon Park Pre-School will keep a record of all children who are collected late. If the parent/carer has not contacted the pre-school, the pre-school manager will try to contact the parent. If parents are not contactable then the emergency contact will be contacted. If the pre-school fails to get hold of both contacts, then the manager will make a judgment as to when to contact Social Services to make arrangements for one of their officers to come and collect the child. This course of action will only be taken after all methods of trying to contact the parent or carer have failed and sufficient time has elapsed.

4. Members of staff at the Pre-School will ensure that every child is collected by their parent/carer. If a child is not collected the following procedures will be followed.
- In the event of a parent or responsible adult being more than 15 minutes late to collect a child the pre-school will attempt to contact the parent using the emergency contact details held on record. The member of staff will try to ascertain the reason for the delay and a possible arrival time.
  - The uncollected child will be supervised at all times and made to feel comfortable by having access to refreshments and a comfortable, warm and safe area.
  - Uncollected children will remain the responsibility of the pre-school until they are collected by the parent/carer, or in more serious cases placed in the care of the social services department.
  - If the pre-school cannot make contact with the parent/carer the pre-school will wait for a further period of 30 minutes. If the child remains uncollected the pre-school manager will contact the social care department for advice.
  - The pre-school manager will leave a message (if possible) for the parent/carer informing them that contact has been made with the social care department for advice.
  - If the social care team assessed that they should take responsibility for the child the pre-school manager will again attempt to leave a message for the parent/carer.
  - In the event of a child being taken to safe accommodation by the social care team a note will be left on the door of the pre-schools premises informing the parent/carer to contact a named individual immediately.
  - The pre-school will keep records of children who are collected late or uncollected. If patterns emerge the pre-school manager will discuss the concerns with the parent/carer and offer support and advice on how to improve the situation.
  - The pre-school reserves the right to impose a fine of **£10.00 for the first 15 min late then £1 per minute thereafter**. If persistent late collection of children occurs the pre-school manager will decide as to whether the child's place at the pre-school is terminated as a result of persistent late collection.

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