

LITTLE COUNTRY LOVERS

Uncollected Child Policy

(This Policy forms part of our Safeguarding Policy)

In the event that a child is not collected by an authorised adult at the end of a session/ day, we put into practice agreed procedures. These ensure the child is cared for safely by an experienced member of staff who is known to the child to minimise any distress. We will 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

The Little Country Lovers Registration asks parents to provide the following specific information which is kept in a file on the premises:

- Home address and telephone number
- Place of work, address and telephone number
- Mobile telephone number
- Who has parental responsibility for the child
- Information about any person who is not permitted legal access
- If parents or the persons normally authorised to collect the child are not able to, names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child, with an agreed password, are supplied.
- Parents should us as soon as possible if they have been held up so that we can put necessary measures in place.

- We provide parents with our contact telephone number. Our child protection procedures as set out in our Safeguarding Policy in the event of children are not collected from our setting by an authorised adult are applied within one hour after we have 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 daily diary 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 from the setting, and whose telephone numbers are recorded, 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 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 the Referral, Assessment and Intervention Service (RAIS) on 0300 123 1620.
The child stays at Little Country Lovers in the care of two fully-vetted workers until 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 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 the additional hours worked by our staff.
- Ofsted may be informed.

Written by:	Date:	Next review date:	Next review Date:	Next review date:	Next review date:	Next review date:
Jane O'Keefe	December 2017	December 2018				

