

## **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard children.

### **Uncollected child**

#### **Policy statement**

In the event that a child is not collected by an authorised adult by their expected collection time Jack and Jill's will act upon the agreed procedures. The child will receive a high standard of care in order to cause as little distress as possible. 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 high standard of care 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.

#### **Procedures**

- Parents of children starting at Jack and Jill's Pre-School are asked to provide the following specific information when their child starts attending our setting, which is recorded on the Registration Form including:
  - 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 which we can then add them to the registration document. We agree with parents how to verify the identity of the person who is to collect their child which is through the use of an agreed password. 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 **Our contact telephone number is 023 80844074 (Hythe Community Centre) or Jack and Jill's Mobile 07444461775.**

We inform parents / carers that we apply our Safeguarding and Child Protection procedures as set out in our Safeguarding Policy. In an event that their children are not collected from the setting by an authorised adult within half an hour after the setting has closed and the staff can no longer supervise the child on the premises.

If a child is not collected at the end of the session we follow the following procedures below:

- The Collection Board (on outside of cupboard door) 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/carers to collect their 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 .Under no circumstances are the staff to go and look for the parent/carer, nor do they take the child home with them.
- The child does not leave the premises with anyone other than those named on the Registration Form or in their file or stated on the Collections Board.
- The child does not leave the premises with anyone under the age of 18 years of age.
- If no-one collects the child within half an hour of their expected collection time 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 Children's Services 0845 603 5620 or  
The Out of Hours Duty Officer 0845 600 4555**

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- The child stays at the setting in: the care of two of our fully-vetted workers, one of whom will be our manager or deputy manager, until the child is safely collected either by the parents /carers 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.
  - A full written report of the incident is recorded in the child's file.
  - Depending on circumstances we reserve the right to charge parents/carers for the additional hours worked. By our staff. Any child collected over half an hour late will be charged the cost of keeping the staff available
  - Ofsted may be informed:  
**Telephone no 0300 123 1231** *(telephone number)*
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- The local Pre-school Learning Alliance office/Development Worker may also be informed:  
Anjie Marchment Tel 02381 783968 / 07764608671 *(name and phone number)*
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This policy was adopted by

**Jack and Jill's Pre School**

*(name of provider)*

On

\_\_\_\_\_

*(date)*

Date to be reviewed

\_\_\_\_\_

*(date)*

Signed on behalf of the provider

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Name of signatory

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Role of signatory (e.g. chair, director or owner)

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**Other useful Pre-school Learning Alliance publications**

- Safeguarding Children (2013)