

# VERWOOD C.E. FIRST SCHOOL AND NURSERY



Howe Lane, Verwood, Dorset, BH31 6JF - Tel. 01202 822652

## Uncollected Child Policy

In the event that a child is not collected by an authorised adult by their expected collection time, we put into practice agreed procedures. The child will receive 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.

Parents are asked to provide the following specific information when their child starts attending our Nursery, which is recorded on our Application for Admission form: - Home address and telephone number. Mobile telephone number (if applicable). – Names and telephone numbers of adults who are authorised by the parents to collect their child from the Nursery, for example a childminder or grandparent.

On occasions when parents/carers, or the persons normally authorised to collect the child, are not able to collect the child, they provide us with details of the name of the person who will be collecting their child. With the 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.

If a child is not collected at their expected collection time, 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/carers are contacted at home or on any alternative numbers given. If this is unsuccessful, the adults who are authorised by the parents to collect their child 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 Application for Admission or in their file. If no-one collects the child within one 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. The Headteacher will be contacted.

We contact the local authority children's social care team: Ferndown Office Telephone number 01202 877445 or the out of hours duty officer on 01202 657279. The child stays at the setting in the care of two of our 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 will we go to look for the parent, nor leave the setting premises with the child. We ensure that the child is not anxious and we do not discuss our concerns in front of 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.