



## **Triangle Pre-School**

Wesley Methodist Church Hall, Fromond Road, Winchester, Hampshire, SO22 6EG

Telephone 01962 880988

Registered Charity Number: 1033953

## **Uncollected Child Policy**

### **Statement of Intent**

In the event that a child is not collected by an authorised adult at the end of a pre-school session, the pre-school puts into practice agreed procedures. These ensure that the child is cared for safely by an experience and qualified practitioner who is known to the child.

Two members of staff will remain with the child – the Manager/Deputy Manager and if possible, the child's keyworker.

### **Aim**

In the event that a child is not collected by an authorised adult, 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.

### **Procedures**

1. Parents of children starting at the pre-school are asked to provide specific information which is recorded on our registration form, including:
  - Home address and telephone number
  - Place of work, address and telephone number (if applicable);
  - Mobile telephone number (if applicable) of both parents.
  - Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from pre-school, for example a childminder or grandparent.
2. On occasions, when parents are aware that they will not be at home or in their usual place of work, they should inform a member of staff on how they can be contacted.
3. On occasion when parents or the persons normally authorised to collect their child are not able to collect the child, they should inform the pre-school in writing who will be collecting that child, and their name, address and contact telephone number. We agree with parents how to verify the identity of the person who is to collect their child.

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4. Parents are informed that if they are not able to collect their child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that – in the event that their children are not collected from playgroup by an authorised adult and that the staff can no longer supervise the child in our premise – we apply our Safeguarding procedures as set out in our Safeguarding policy.
5. If a child is not collected at the end of the session, we follow the following procedures:
  - The registration forms are checked and parent/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 playgroup – and whose telephone numbers are recorded on the registration form are contacted;
  - All reasonable attempts are made to contact the parent or nominated carers.
  - The child will stay at PreSchool in the care of two members of staff until the child is safely collected;
  - The child will not leave the premises with anyone other than those named on the Registration Form;
  - If no-one collects the child and the premises are closing or staff are no longer available to care for the child, we apply the procedures set out in our Safeguarding Policy. We contact our local authority Childrens Services department (telephone number 0300 555 1384) and inform Ofsted (telephone number 0300 123 1231).
  - A full written report of the incident will be recorded; and
  - Depending on the circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

This policy was adopted at a meeting of Triangle Pre school held on: 20<sup>th</sup> October 2023

Date to be reviewed : OCTOBER 2024

Signed on behalf of the Management Committee \_\_\_\_\_

Name of Signatory \_\_\_\_\_ Ruth Clements

Role of Signatory \_\_\_\_\_ Chair Person