**UNCOLLECTED CHILD POLICY**

**Statement of intent**

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

**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.

**Methods**

* Parents of children starting at Impstone Pre-school are asked to provide specific information which is recorded on their Registration Form in their welcome pack and remains on the child’s file, 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 pre-school, for example a childminder or grandparent;
* information about any person who does not have legal access to the child; and
* who has parental responsibility for the child.
* On occasions when parents are aware that they will not be at home or in their usual place of work and inform us, we record how they can be contacted in the register.
* On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, we record the name, address and telephone number of the person who will be collecting their child in the register. We agree with parents how to verify the identity of the person who is to collect their child – USUALLY A 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 implement 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 the pre-school by an authorised adult and the staff can no longer supervise the child on our premises - we apply our safeguarding procedures as set out in our safeguarding children policy.

This policy was adopted at a meeting of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Held on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date to be reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of Signatory (e.g. chair/director, owner): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_