

## UNCOLLECTED CHILD & CHILD RELEASE POLICY

Safeguarding and Welfare Requirements: Child Protection  
Providers must have and implement a policy and procedures to safeguard children.

### POLICY STATEMENT

The welfare and safety of all the children who attend St Eval Pre-school is our primary consideration. In accordance with the Statutory Framework for the Early Years Foundation Stage, we ensure that all children are cared for by experienced and qualified members of staff. In the event that a child is not collected by an authorised adult at the end of a session, we will follow certain procedures. We inform parents of our procedures to reassure parents who are unavoidably detained that their child/ren will be cared for.

### Procedures

When enrolling their child in the setting, parents are asked to complete an Early Years Passport providing the following information:

- Home address and telephone number
- Work address and telephone number
- Mobile telephone number
- Names and telephone numbers of emergency contacts
- Who has parental responsibility for the child

Parents are given the telephone number for the setting and they are advised to keep it with them at all times.

We inform parents of our Safeguarding Children Policy and the procedures that we follow in the event that a child is not collected within an hour of the end of the day should we be unable to contact any of the authorised people on the Early Years Passport.

If a parent is aware in advance that they will be unable to collect their child, they will be asked to complete a 'Collection Form', giving their written permission for collected of their child by an appointed person of their choice, completing the following details:

- Name of child
- Name of appointed person contact details
- Home phone number
- Mobile phone number
- Relationship to child
- Date of collection
- Password

The parent will be asked to sign and date the form. Children under the age of 18 will not be permitted to collect a child from the pre-school, unless they are the child's parent or legal guardian.

## Uncollected Child Procedure

The notice board is checked for any information about changes to the normal collection routine. If no information is available, parents are contacted at home or at their place of work. In the event that the parents cannot be located, we will telephone the emergency contacts given on the Early Years Passport.

The child will remain on site with two fully-vetted members of staff.

We will contact the Local Authority Social Services after **30 Minutes** of making all reasonable attempts to contact the parents and nominated carers. Under no circumstances will the child be left unattended.

## Local Authority Social Services – 0300 1234 101

The children's social services care team will aim to find the parent or a 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 & Ofsted will be informed of the incident.

St Eval Pre-school charges £20.00 for each late collection (any time after 12:05 for morning sessions & 15:05 for afternoon sessions), it will be at the discretion of the Manager as to whether or not the parents are charged.

## Alleged Impaired Pick-up

Under no circumstances will a child be released to an adult who is believed to be unable to provide adequate care due to being under the influence of alcohol or any other substance that might impair their ability. In such an instance, the Manager/designated member of staff will offer to contact a relative or friend to accompany the adult and child as they have a duty of care to safeguard the child.

If the person in question is driving a vehicle, the Manager/designated member of staff will remind them that driving whilst under the influence is against the law and that if they decide to drive there will be no alternative but to notify the police, providing a description of the person, vehicle and intended location. If the child is believed to be at risk, social services will also be notified.

## Custody and Related Court Orders

If a custody or court order exists, a copy of the order must be placed in the child's personal file. The legal guardian is responsible for ensuring the provision of accurate and up-to-date information. Without a custody or court order on file, staff cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed as an authorised adult to collect the child, the setting's procedure outlined above will be followed.



This policy is reviewed annually, next review date: June

APPROVAL

Signature:

Name & Position: Rachael Richards -  
Manager

Date:

AGREED

Signature:

Name & Position: On behalf of the  
Committee

Date:

