Uncollected Children Procedure

Safeguarding and Welfare Requirements / 3.4, 3.73

Skylark Day Nursery puts the safety of the children first, from the moment they arrive to the moment they leave.

At the end each session the setting will make sure that each child is collected by a responsible adult as permitted on the child's registration form. If any children are not collected at the end of the session the following procedure will be put into place:

The manager should contact the parent/carer, or other designated adult, and use the emergency contact details on the child's form. The manager should leave messages on any answer-phones asking the person to get in contact with the setting immediately, leaving the setting's telephone number. While waiting to be collected the child must be supervised by a minimum of two members of staff who should support and reassure the child.

If contact with a designated adult has not been achieved within one hour, the duty social worker should be contacted through the Children and Families Service AND Emergency Duty Care Team on: **01609 780780**

A child left uncollected at the setting remains in the charge of the manager. That responsibility can only be discharged by passing the child into the care of another appropriate adult or into the care of the local social services. The statutory responsibility for the child at risk rests with the Children's Services Department. The response of Children's Services in an emergency will vary, depending on the details of each case.

If it is not possible to secure practical assistance within a reasonable period, the police should be contacted. The police should be able to offer support, **but not take charge of the child.**

If the setting building ceases to be available, the parent/carer or alternative carer and social services should be made aware that the child and a member of staff will be waiting at the local police station. One member of staff must stay with the child until an authorised adult arrives at the police station to collect him/her.

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The manager should then attempt to leave a phone message with the parents/ carers if the child has been taken to a child protection agency or to the police station. A note should be left on the door of the building informing the parent/carer in case they turn up.

Under no circumstances must a member of staff take a child to their own home or leave the site with a child (unless taking the child to the police station). Incidents of late collection will be recorded by the manager in the incident book and reported to the setting owner. The manager must discuss the lateness with the parent/carer and highlight the fact that continued lateness could result in the loss of their child's place at the setting.

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Review Date	Name	Position	Signature