



Safeguarding the Uncollected Child Policy

for Hertsmere Jewish Primary School

Reviewed on: March 2018

Date of Next Review: March 2019

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed and agreed by the Governing Body on March 2018.

It is due for review on March 2019.

Signature 

Headteacher

Date March 2018

Signature 

Chair of Governors

Date March 2018

In the event that a child is not collected by an authorised adult at the end of a session or day, we have agreed procedures which are put into practice. These ensure that the child is cared for safely by an experienced and qualified practitioner who is known to the child. 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

Parents of children starting at the setting are asked to provide the following specific information which is recorded on our Data Collection sheets:

- Home address, email and telephone number
- Details of all persons who have parental responsibility and anyone else they wish to be contacted in an emergency. These are placed in the order that they should be contacted in an emergency.
- These details include name, relationship to the child, home address, phone number, mobile number, fax, work address, work phone and email.

Parents are asked to fill in a Confidential Personal Record Form for their child on a yearly basis to ensure we hold up-to-date information should we need to contact them or a designated responsible adult.

- On occasions when parents are aware that they will not be at home or in their usual place of work, they should inform us in writing of how they can be contacted.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they should provide us with details of the name of the person who will be collecting their child.
- 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. We provide parents with our contact telephone number.
- We inform parents that we apply our child protection procedures as set out below in the event that their children are not collected from setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.

If a child is not collected at the end of the session/day, we follow the following procedures:

- The child's file is checked for any information about changes to the normal collection routines and relevant staff are asked about changes.
- If no information is available, parents/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 the setting - and whose telephone numbers are recorded on the Data Collection Sheet – 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 Registration Form or in their file.

- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- During office hours we contact our local authority children's social services care team on 01438 737511.
- After office hours we contact the out of hours duty officer on 01438 737511.
- The child stays at setting in the care of two members of staff 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 but if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff go to look for the parent, nor do they take the child home with 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 by our staff.