

St Joseph's Preschool

Uncollected Children Policy

If a child is not collected by closing time or at the end of their agreed session time and there has been no contact from the parent, or there are concerns about the child's welfare, the following procedure is followed

- * The designated safeguarding lead (DSL) and manager is informed of the uncollected child as soon as possible and attempts to contact the parents by phone
- * If the parents cannot be contacted, the DSL or manager uses the child's emergency contact information to inform a known carer of the situation and arrange collection of the child
- * After one hour, if contact has not been made with the parents or other known carer and there are concerns about the child's welfare or the welfare of the parents, the DSL or manager contacts the local social care duty officer
- * The DSL or manager should arrange for the collection of the child by social care services
- * Where appropriate the police should also be notified

Members of staff should not:

- * Leave the premises to look for the parents
- * Leave the premises to take the child home or to a carer
- * Offer to take the child home with them to care for them in their own home until contact with the parent is made

Record keeping

A record is made of the incident on the relevant safeguarding confidential form. A record of any conversations with parents should be made and parents asked to sign and date this record. The incident is logged on the safeguarding file together with any actions taken. A confidential safeguarding incident report should also be completed if there are any safeguarding or welfare concerns about the child, or if Social care have been involved due to the late collection.

Recurring incidents

If there are recurring incidents of late collection, the manager will arrange to meet with the parents to agree a plan to improve time keeping and identify any further support which may be required

This policy was reviewed at a Trustees meeting

Held on 26th May 2022

Signed by [Signature]

Name THELISA HALL Role CHAIRPERSON