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| Pavilion Pirates Preschool  Baden-Powell Lodge,  Pavilion Road,  Off Woodhouse Lane,  Botley,  SO30 2EZ  Contact During Session:  07769177701 | ***Registered Charity:1185950***  **2001-2021**  **20 Years**  ***Registered with Ofsted***  ***Supported By***  ***small for partnership publications*** |

**1.4 Uncollected Child**

**Policy Statement**

In the event that a child is not collected by an authorised adult by their expected collection time, we put into practice agreed procedures. The child will receive 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 are asked to provide the following specific information when their child starts attending our setting. This is recorded on our Registration Form:
* Home address and telephone number
* Place of work, address and telephone number (if applicable).
* Mobile telephone number
* Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
* Who has parental responsibility for the child.
* Information about any person who does not have legal access to the child.
* On occasions when parents are aware that they will not be at home or in their usua place of work, they inform us verbally how they can be contacted.
* When parents or persons authorised to collect children are not able to, they inform us who will be collecting. The person collecting will need to know the password. In addition, if possible, parents may show staff a photo of the person collecting.
* 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. Our contact telephone number is 07769177701.

**If the child is not collected at their expected collection time, we follow the procedures below:**

* The register is checked for any changes to the normal collection times
* If no information is available, parents/cares are contacted at home or at work
* If this is unsuccessful, the adults who are authorised by the parents to collect their child – and whose telephone numbers are recorded on the Registration Form – are contacted.
* If no-one collects the child within 30 minutes of their expected collection time, we apply the procedures for uncollected children.
* **We contact the local authority Professional Team on 01329 225379, if we do not get an answer, we will send in an IARF marked URGENT response required now please. This can be found on children’s.services@hants.gov.uk**
* If no response is received from either of the above, we will contact the local police on 101.
* The child stays at the setting in the care of two members of staff, one of whom will be our manager or deputy manager until the child is safely collected either by the parents, a social care worker, or by another person specified by social care.
* Under no circumstances will we go to look for the parent, nor leave the setting premises with the child.
* We ensure that the child is not anxious and we do not discuss our concerns in front of 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.
* Ofsted may be informed.

**1.4 Uncollected Child**

**This policy was adopted by Pavilion Pirates Preschool CIO**

**On 21.07.2021**

**Date reviewed Every three years or as required**

**Signed on behalf of the provider**

**Name and Role of Signatory Linda Noble (Trustee/NI)**

**Signed on behalf of the provider**

**Name and Role of Signatory Helen Travers (Trustee)**

**REVIEW DATE 21.07.2027**