

CATERPILLARS PRE-SCHOOL (SUSSEX) LIMITED

**8. UNCOLLECTED CHILDREN**

In the event that a child is not collected by an authorised adult at the end of a session/day, the setting puts into practice agreed procedures. These ensure 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.

**Procedures**

* 1. Parents of children starting at the preschool are asked to provide the following information:
* Who has parental responsibility
* Home address and contact telephone number
* Place of work, address and telephone number (if applicable)
* Information about any person who does not have legal access to the child
* A unique code word (for unknown people collecting child)
	1. If a child is not collected at the end of the session we will carry out the following procedure:
* The parents will be contacted on numbers held
* If parents cannot be contacted, the emergency contact numbers will be called
* The keyworker will stay with the child ensuring that they do not leave the premises and reassure them ( Two members of staff stay with the child )
* Staff under no circumstances will go and look for the parent/carer or take the child home
* If the setting are unsuccessful in contacting a named person after 30 minutes the local authority children services will be contacted
	1. The following procedures are followed after contact is made with the local authority children service:
* The setting will follow the procedures provided via children services
* If advised to take the child to the local police station, Social care and the police will take responsibility for reuniting the child with the family
* Two members of staff will accompany the child to the local police station using a public vehicle (taxis), staff do not use their own vehicles. Once the child is safely at the police station staff no longer hold responsibility for the child, responsibility will be held via the police and social care
* A full written report of the incident will be recorded in the incident file
* The registering body ( Ofsted ) will be notified of the incident
* We reserve the right to charge parents for the additional hours worked by the staff, in addition to the cost of travel expenses

Multi, Agency, Safeguarding, Hub (M.A.S.H) contact number:

01403 229900

Full day care, out of hour’s duty officer contact number:

0330 222 6664

Ofsted contact number:

0300 0123 1231

This policy was adopted by the Manager of Caterpillars Pre-school on 24th April, 2016

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Name of signatory: Catherine Clark Role of signatory: Manager