

# Uncollected Children Policy V.2

June 12

# 2014

Owned by: Tracy Pointon

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EarlyYearsCentre/UncollectedChildrenPolicy  
June 2012 V.2

Impact Assessed:

Update by;  
May 2015

# Policy

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**Title:       Uncollected Children**

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**From:       Early Years Centre**

**Date: 20 August 2010; reviewed  
12 June 2014**

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In the unlikely event of a child not being collected from the setting at the end of their session or day the Centre will follow the procedure: ensure the child is cared for safely by two experienced and qualified practitioners who are known to the child; and ensure the child receives a high standard of care in order to cause as little distress as possible.

Before any child starts at the Centre, the parent(s) are asked to provide the following details which are recorded on a registration form:-

- Home address and telephone number.
- Mobile phone number of both parents
- Place of work and telephone number
- Alternative numbers e.g., grandparents, aunt or uncle, neighbour etc;
- Who has parental responsibility
- Name, description and password of person collecting (if not the parents)

On occasion when parents are aware that they will not be at home or in their usual place of work they need to inform the setting in writing of how they can be contacted.

On occasions when parents or the person normally authorised to collect the child are not able to collect the child, they provide the setting with details of the name, telephone number and a password of the person who will be collecting their child. No child will ever be released to an unauthorised person, even if the collection is late.

Parents are informed that if they are not able to collect the child as planned, they must inform the setting as soon as possible so we can begin to take back-up measures.

If a child is not picked up fifteen minutes after the end of the session and the setting has had no contact from a parent the Centre will:-

- Check the child's file ensuring no information has been added about changes to the normal collection
- Contact the parents if unsuccessful contact the next alternative numbers
- If still unsuccessful contact the manager to inform her of the situation
- If after one hour the parents have not collected the child the Centre will contact the local authority child protection team on :- 02380 833336

The Manager will record incidents of late collection and these will be discussed with parents or carers at the earliest opportunity. The Centre reserves the right to charge parents for the additional hours worked by our staff.

# Policy

This policy was adopted for University of Southampton Early Years Centre

On-----

This policy will be reviewed on-----

Name of signatory-----

Role of signatory-----