



Woodham Mortimer Pre-School
 Woodham Mortimer Village Hall
 Post Office Road, Woodham Mortimer, Maldon, Essex CM9 6SX
 Telephone: 07742 228077
 Website: www.woodhammortimerpreschool.org.uk
 e-mail: woodhammortimerpre-school@hotmail.com
 Registered Charity Number: 1060526 DFES / OFSTED Number 650168
 PSLA Membership Number: 20167

SAFEGUARDING CHILDREN

General Welfare Requirement: Safeguarding and Promoting Children’s Welfare
 The Pre-School must take necessary steps to safeguard and promote the welfare of children

1.6 – UNCOLLECTED CHILD POLICY

POLICY STATEMENT

In the event that a child is not collected by an authorised adult at the end of a session / day, the Pre-School 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.

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.

EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners	3.4 The wider context	N/A
1.4 Health and well-being			

PROCEDURES

- Parents of children starting at the Pre-School are asked to provide the following specific information which is recorded on our Registration Form:
 - ❖ Home address and telephone number. If the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative
 - ❖ Place of work, address and telephone number (if applicable)
 - ❖ Mobile telephone number (if applicable)
 - ❖ Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the Pre-School, for example a childminder or grandparent
 - ❖ Password when collecting a child if not the usual person
 - ❖ 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 usual place of work, they 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 provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child ie. the use of our password system
- 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 in our child protection Policy in the event that their children are not collected from Pre-School by an authorised adult within one hour after the Pre-School 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
 - ❖ 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 Pre-School (and whose telephone numbers are recorded on the Registration Form) 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
 - ❖ We contact our local authority children's social services care team

Children Social Care Team	0845 603 7627
Protection of Children Care Team (when there is an immediate concern that a child is suffering abuse or harm that needs urgent attention)	0845 603 7634

- ❖ For emergency out of hours service

Emergency Duty Service	0845 606 1212
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- ❖ The child stays at Pre-School in the care of two fully-vetted workers 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 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
- Ofsted may be informed on 08456 404040
- Our local Pre-School Learning Alliance Office / Pre-School Development Worker may also be informed

Carole Rand – 01621 782814

This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee

Date of Meeting _____

Next Review Date January 2011

**Signed on Behalf of Woodham
Mortimer Pre-School** _____

Name of Signatory Kayte Terrett

Role of Signatory Chairperson – Woodham Mortimer Pre-School Committee