

Garretts Green Nursery School



Uncollected Children Policy

Safeguarding Statement

At Garretts Green Nursery School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Garretts Green Nursery School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying

Rationale

From time to time parents or carers may have difficulties in arriving at the end of the session to collect their children. This may happen for a variety of reasons and in isolated incidents the Nursery will always attempt to contact parents and care for the child until the parent can collect him/her.

However, in the event that a parent may not be contacted, or when a child is repeatedly uncollected, the Nursery must have procedures in place to support the child and parents.

Aims

- To ensure that a child is cared for appropriately in the event that no authorised adult is available to collect him/her
- To identify clearly for staff, parents and governors the procedures that will be followed in the event that a child is not collected
- To share procedures with adults, parents and carers

Procedures

- In the event that a child is not collected by an authorised adult, 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 child will be properly cared for.
- Parents of children at the setting are asked to provide specific information which is recorded on our Admissions Form, including:
 - Home address and telephone number
 - Place of work, address and telephone number (if applicable)
 - Mobile telephone number (if applicable)
 - Names, addresses and telephone numbers of adults who are authorised by parents to collect their child, for example grandparent or childminder
 - Information about any person who does not have legal access to the child
 - Who has parental responsibility for the child
 - Any change of contact details

Secure Retention of Personal Information

Please note: Parents should be reassured that their personal details will be retained securely in line with General Data Protection Regulations.

However, parents who refuse to allow the school to have access to required information will be informed that the School will be unable to admit their child.

Parents should be aware that only adults of 16 years and over are allowed to collect children.

In the event that a child is not collected at the end of the session we follow the set of procedures listed below:

- We will contact the parent/carer by telephone if parent is more than 10 minutes late
- If unable to contact parent/carer we will contact the named people who are authorized to collect the child
- If contact cannot be made with parent/carer or unauthorised person at the first attempt we will continue to call up to one hour after the agreed collection time
- A senior member of staff and/or DSL must remain on site at all times until the child has been safely handed over to the parent
- If contact cannot be made with the parent/carer or other authorised person Social Services will be contacted for advice (0121 303 1888)
- Where the child has a named Social Worker, advice will be sought from them. If there is no allocated Social Worker, advice will be sought from the Duty Social Worker.
- All contact or attempted contact will be recorded and details retained
- Staff will ensure that the child's needs are met and they are not unduly worried.
- A full report of the incident is recorded on the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours.
- OFSTED may be informed (telephone: 08456 404040).

We will, at all times, ensure the safety of the child and keep the likelihood of distress to the minimum.

Following late collection of a child, Parents should be offered a meeting to discuss any issues or concerns and to ensure that late collection is managed.

Reviewed: October 2021

Next Review: September 2022

Signature of Chair of Governors: