

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.



Uncollected child

Policy Statement

In the event that a child is not collected by an authorised adult at the end of a session, Hopscotch Playgroup 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 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 of children starting at the setting are asked to provide specific information which is recorded on our Registration Form, including:
 - 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 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; and
 - information about any person who does not have legal access to the child.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name of the person who will be collecting their child in our Record Book.
- 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 procedures. We provide parents with our contact telephone number.
- We inform parents that - in the event that their child/ren is not collected from the setting by an authorised adult and the staff can no longer supervise the child

on our premises - we apply our child protection procedures as set out in our child protection policy.

- If a child is not collected at the end of the session, we follow the following procedures:
 - The Record Book 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.
 - A fee of £10 may be charged for late collection of more than 10 minutes. In addition and depending on circumstances, we reserve the right to charge further fees relating to any additional hours worked by our staff.
 - If this is unsuccessful, the adults who are authorised by the parents as emergency contacts - 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 and in the Record Book.
 - 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 social services department:

Children and Young People's Service
1 Grey Friars,
Leicester, LE1 5PH
Telephone: **0116 454 1004** (24 hour service)
 - The child stays at the premises in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social worker;
 - Social services will aim to find the parent or relative and if they are unable to do so, the child will be admitted into the care of the local authority.
 - Under no circumstances will staff go to look for the parent, or take the child home with them.
 - 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.
 - Ofsted may be informed (telephone number 0300 123 4666).

Further information:

The Leicester Safeguarding Children Board www.lcitylscb.org/

This policy was adopted at a board meeting of Hopscotch Playgroup, held on the 20th September 2006.

Reviewed 20th March 2012.

Reviewed and amended 26th November 2013

Reviewed and amended 25th November 2014

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