



Uncollected Child Policy

In the event that a child is not collected by an authorised adult at the end of a session, Venture Outdoor Kindergarten puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified adult who is known to the child.

Aim

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 of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Methods

- Parents of children starting at the kindergarten 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.
 - Alternative telephone numbers for parents, ie work telephone number / mobile number.
 - Names and telephone numbers of adults who are authorised by the parents to collect their child from the kindergarten, for example a childminder or family member or friend.
 - Information about any person who does not have legal access to the child and who has parental responsibility for the child.
- Parents are informed that if they are not able to collect the child as planned, they must inform us (either by telephone, or using a written signed note advising us of the fact) so that we can begin to take backup procedures. We provide parents with the contact telephone number of the setting.

If a child is not collected at the end of the session we follow the following procedures:

1. Parents are contacted using the telephone numbers supplied on the registration form.
2. If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting will be contacted.
3. All reasonable attempts are made to contact the parents or nominated carers.
5. The child will not leave the kindergarten base site with anyone other than those named on the child's registration form.

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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:

1. Staff will call MASH on 0345 155 1071, or out of hours CYPS Emergency Duty Service on 0845 6000 388.
2. The child stays at the kindergarten in the care of two fully-vetted workers until safely collected either by the parents or by a social worker.
3. Social Services will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the Local Authority.
4. Under no circumstances will staff go to look for the parent, nor do they take the child home with them.
5. A full written report of the incident is recorded in the child's file.
6. Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff (See the Registration and Charging Policy).
7. Ofsted may be informed.

Monitoring and review

This policy is monitored by the staff and management of Venture Outdoor Kindergarten and will be reviewed annually or before if necessary.

This policy was written by Venture Outdoor Kindergarten September 2018.

Reviewed August 2019.

Reviewed August 2020.

Reviewed August 2021.

Reviewed August 2023.

Reviewed August 2024.