



General Welfare Requirement: Safeguarding and Promoting Children's Welfare
The provider must take necessary steps to safeguard and promote the welfare of children.

Safeguarding children **Uncollected Child**

Policy

In the unlikely event that a child is not collected at the end of the day/session by an authorised adult, Cherry Blossom Nursery and Preschool sets out the following procedure:

- ☐ Parents/carers of children that are starting at our nursery are asked to fill in a parent pack. This contains the following information:
 - Home address and telephone number - an alternative number must always be given if parents do not have one.
 - Place of work including telephone number and address
 - Mobile number
 - Names, addresses of people who are emergency contacts and who have been authorised by the parents to collect the child.
- ☐ On occasions where the parents know that they will not be at their normal place of contact e.g. work/home then they must inform us in writing of where they can be contacted.
- ☐ On occasions when alternative arrangements have to be made on the persons collecting the child agreements between the parents and nursery have to be made e.g. password, name and address of people collecting.
- ☐ If their child has not been collected one hour after the nursery closes for the day and the staff can no longer care for the child on our premises. We inform parents that we will apply our child protection procedures as set out in our child protection policy.

Our Procedure for an uncollected child is as follows:

The diary/child's file is checked for any information regarding changes to collection.

If no information is found parents contacted.

If this unsuccessful the next authorised adults are contacted - these are found on registration form.

All reasonable attempts are made to contact parents/authorized people.

The child must not leave the premises with anyone other than their parents or nominated person(s).

If no-one collects the child after one hour of close of business our uncollected child procedure is followed.

We contact our local authority children's social services care team.

01424 724144 number.....

01273 335905 number.....

(Out of hours)

The child remains at the setting with two qualified members of staff until safely collected by parents or social care worker.

The social care team will aim to find parent/relative/friend if unable to do so the child will be looked after by the local authority.

Under no circumstance must the staff take the child home with them or to go to look for the parent.

A detailed account of incident must be recorded in child's file.

Depending on circumstances, we reserve the right to charge parents for the extra hours worked by our staff.

OFSTED may be informed.

Date: 02/10/2025

Hayley Donoghue

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