



Uncollected child

Policy Statement

In the event that a child is not collected by an authorised adult at the end of a Little Pips session, Little Pips puts into practice agreed procedures. We ensure the child is cared for by 2 members of staff.

We inform parents/carers of our procedure so that if they are unavoidably delayed, they will be assured that their child will be cared for.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well being	2.2 Parents are partners	3.4 The wider environment	

Procedures

- Parents of children starting at Little Pips are asked to provide specific information for our records. These include :-
 - Home address and telephone number;
 - Place of work, address and telephone number (if applicable);
 - Mobile number(s);
 - Names, addresses, contact numbers for authorised adults to collect their child from Little Pips, for example, child minder or grandparent; and
 - Information about any person who does not have legal access to the child.



- Parents will advise Little Pips on the occasions when they will not be at home or usual place of work of an alternative form of contact, in writing;
- Alternative arrangements will be made with parents when they are not available to include how to verify the identity of the person wishing to collect a child through a password process;
- If parents are unable to collect the child, they are informed of the Little Pips backup measures that will include Little Pips contact telephone numbers;
- We will advise parents that our child protection procedures will be put into place if the child is not collected within 15 minutes after Little Pips has closed;
- If a child is not collected at the end of a Little Pips session, the setting follow this procedure:-
 - The registration forms are checked for changes to the normal collection routine if no information is held, parents/carers are contacted;
 - If this is unsuccessful, adults authorised by parent(s) to collect their child will be contacted whilst continuing to try to contact parent(s) or carers;
 - The child will not leave Little Pips with anyone other than those named by the parent(s);
 - If Little Pips are unable to make contact with either parent(s) or nominated carer within half an hour of Little Pips closing, the Manager will contact the local authority children(s) social services care team (Somerset Direct on -08453459122);
 - The child will stay at Little Pips in the care of two members of staff until the child is safely collected;
 - Social Services will aim to locate the parent or relative, if they are unable to do so the child will be looked after the by the Local Authority;
 - Under no circumstances will staff look for the parent or take the child home with them;



- Depending on the circumstances we reserve the right to charge the parents for additional hours worked by staff; and
- Ofsted will be informed.



Legal framework

- Child Protection Record (2007)