

CAMBO WRAPAROUND

Safeguarding and Promoting Children's Welfare

LATE/UNCOLLECTED CHILD POLICY

The provider must take necessary steps to safeguard and promote the welfare of children.

POLICY STATEMENT

In the event that a child is not collected by an authorised adult at the end of a Wraparound session, the setting 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. 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 children will be properly cared for.

Procedures

- Parents of children starting at our setting are asked to provide the following specific information which is recorded on our Registration Form:
 - Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, e.g. neighbour or close relative.
 - Place of work, address and telephone number (if applicable).
 - Mobile telephone number (if applicable).
 - Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
 - Information regarding legal access and parental responsibilities.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.
- 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 measures. We provide parents with the Wraparound mobile telephone number, and the telephone number of Cambo First School.
- We inform parents that we apply our Child Protection procedures as set out in our Child Protection Policy in the event that their children are not collected by an authorised adult within one hour after the facility has closed and the staff can no longer supervise the child on our premises.

- If a child is not collected at the end of the session/day, we follow the following procedures:
 - The child's file 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.
 - If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - 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 or in their file.
 - 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 designated officer or the local authority children's Social Services care team
 - The child stays in the setting in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social worker.
 - Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
 - Under no circumstances do staff go to look for the parent, nor do they take the child home with them.

- A full written report of the incident is recorded in the child's file.

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

- OFSTED is informed of the incident 0300 123 1231

FORM TO BE COMPLETED FOR LATE or NON-COLLECTION OF A CHILD

Name of Child: **Date of Birth:**

Address:
.....

Today's date and time:

Who should have collected the child:

Circumstances known about the failure to collect child at the end of the session (eg. telephone call from parent/carer to say they will be late):
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.....

If no known circumstances, procedure followed:
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Persons present with child and room/place where child was cared for:
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.....

Outcome (eg, late collection due to traffic, emergency contact collects child, social services):

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.....

Signature of practitioners: (1)

..... **PRINT NAME**

(2)

..... **PRINT NAME**

Signature of parent/carer who did collect child:

PRINT NAME OF ABOVE SIGNATURE

Time at which child left the care of the setting:

**Signature of Wraparound leader/
Comitee member dealing with incident:**

PRINT NAME OF ABOVE SIGNATURE

DATE: