

Safeguarding

Uncollected Child Policy

Statutory Framework for the Early Years Foundation Stage

Quote Reference: 3:73

*'Providers must make the following information available to parents and or carers:
Details of the provider's policies and procedures including the procedure to be followed in the event of the parent and or carer failing to collect a child at the appointed time'*

Purpose of the Policy

The purpose of this policy is to ensure that any child who is not collected from the Family Centre at the agreed time is cared for appropriately until parents/carers can be contacted or until alternative care arrangements can be made.

We aim to: -

- Keep accurate and up to date information which can be used in the event of an emergency.
- Keep your child safe in the event that you are unable to collect your child.
- Provide clear procedures to be followed in the event of a parent/carer failing to collect a child at the agreed time.

What parents\carers should do

- Think carefully about the people you choose as your emergency contacts on your Parent Carer Contract and their availability to be contacted in case of an emergency.
- Wherever possible inform the Family Centre if you will not be able to collect your child at the agreed time and arrange for one of the named emergency contacts on your contract to collect your child

Policy Review: 28.2.2019
Policy Approved by: ECS, Senior Management Team
Policy Issue Date: 1.4.2019
Next Review Date: April 2020

Version 19/20

- Inform the Family Centre if your details or emergency contact telephone numbers listed on your Parent Carer Contract change.

What we will do

- Keep your child occupied and reassured while they are waiting to be collected.
- We will try and contact you and your emergency contacts to make arrangements for your child's collection.
- Follow one of the procedures below depending on the time of the day