



## Uncollected Child Policy

In the event that a child is not collected by an authorised person at the end of a session, **Little Jesters** puts into practice agreed procedures. These ensure that 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 of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

### **Procedures**

- On occasions when parents (or the persons normally authorised to collect the child) are not able to collect the child, they fill in the form overleaf to state who will be collecting the child, including the contact details for that person.
- We agree with parents how to verify the identity of that person i.e password, photograph.
- If a child is not collected at the end of a session the child's forms are checked and Parents/Carers are contacted. If this is unsuccessful, the other adults on the child's forms are contacted. The appendix to this policy sets out the information which is collected from all children when they start **Little Jesters**.
- All reasonable attempts are made to contact the Parents/Carers. The child does not leave the setting with anyone other than those named on the child's forms.
- If no one can collect the child after one hour, and staff can no longer supervise the child, we contact the local authority social care team.
- If appropriate the child may attend the school's After School Club whilst waiting to be collected. Parents will be charged for the use of this facility.
- Each occasion when a child is not collected on time and remains in Little Jesters for longer than 30 minutes the Parent will be charged a minimum of one hours care.
- If children are not collected on time on a number of occasions their Parents/Carers will be invited in to discuss the situation. **Little Jesters** reserves the right to withdraw places which are abused.

### **Appendix**

Parents of children starting at **Little Jesters** are asked to provide the following information on the child's registration form:

- Home address and telephone number
- Place of work and telephone number (if applicable)
- Mobile number
- Names, addresses and telephone numbers of additional contacts (e.g. grandparents)
- Who has parental responsibility for the child
- Information about any person who does not have legal access to the child

It is the responsibility of the Parent/Carer to ensure that the school office and/or Little Jesters staff have up to date contact details.

A copy of the registration form is attached to this policy.

