

Uncollected / Abandoned children Policy.

Policy re-written: July 2018

We are required by Safeguarding law (EYFS 2014 3.7) to consider that if a child is not collected at the time agreed / end of session with no explanation - that the child has been abandoned and within a specified time frame to follow child protection procedures and report the abandoned child to Kent Social Services.

It is a parents / carers prime responsibility to ensure that their children are cared for adequately, which includes ensuring collection from child care facilities at the time agreed between parents / carers and the child care provider.

If a parent / carer is going to be late, due to extraordinary circumstances, they must notify the setting at the earliest convenience and tell the setting what arrangements they have put in place to enable their child to be collected - this may involve asking another adult to collect their child on their behalf - "using their secure password if the adult is unknown to the setting".

Full details of the person collecting the child must be provided by the parent / carer prior to the adult presenting at the setting, i.e. name, address, phone number, which will be checked thoroughly before a child is released into their care, irrespective of them having a correct password.

If a child is still not collected one hour after their usual collection time, we are required by law to report them as an abandoned child to Kent Social Services and to take advice from them.

If abandonment requires staff to stay at nursery after their usual working hours, fines will be charged to parents to cover their inconvenience, details follow.

If a child is not collected by the end of the day, i.e. when nursery would normally be closed with no staff in attendance, a minimum of two staff will remain at the setting, one, to stay with the child and the other, to make telephone calls, and follow the above procedure.

Children not collected on time.

The Old School House Nursery Procedure when children are not collected from the setting at the time agreed with parent/carers i.e. at the end of their allocated session/time booked.

If a child is not collected at the end of the session / time booked for them, we will follow the following procedures:

The child's file will be checked for any information indicating change of schedule.

If child is not collected within ten minutes of usual collection time, if no information is found, we will immediately try to contact parents on the contact numbers provided to us on child's registration form. We will continue to try to contact you for a further 10 minutes.

If we are unable to contact the child's parents, we will after 20 minutes attempt to contact those adults authorised to collect your

child, whose numbers were provided when the child's registration form was provided to us.

All reasonable attempts will continue to be made to contact the parent / carer.

The child will not be permitted to leave the premises with anyone other than those named on the registration form unless parental permission has been given and a secure password provided.

If we are able to contact you and an explanation for the delay is given we will liaise with you to ascertain an expected time of your arrival. If your arrival time is predicted to be more than 30 minutes later than the agreed collection time / end of session, then you should make speedy arrangements for an alternative adult to collect the child and provide us with a secure password and identification of the adult you are sending.

If no responsible / named adult has arrived to collect your child from this setting, within one hour of the child's usual going home time / time agreed for collection, we are bound by statutory guidance to report your child to social services as being abandoned. We are required to contact Kent Social Services to do so.

(It is obviously not in the interests of a child or family for this to happen, so please ensure that if you are going away from the area during the day, that there are alternative responsible adults, available to collect your child if you are delayed) .

Late collection / not collecting children has a direct and physical impact on the setting, and will often result in staff having to work longer than their contracted hours to safeguard uncollected children.

If you are late by 15 minutes or more, you will be required to complete a "late collections form" This will then be stored in your child's confidential file. A second late collection form will initiate financial penalties on the following basis.

Penalty charges for late collection:

Up to 15 minutes late - no charge

- Unless this is a persistent habit i.e. your child is collected late more than 3 times, in which case you will be charged £10.00 each time your child is marked out late on the register. (Late is after their allotted and usual collection time / end of session)
- If you are more than 15 minutes late you will be charged £20.00 for the first 15 minutes after you were due to collect your child and a further £5.00 for each subsequent 15 minutes Total fine for 1 hour's late collection £35.00 which will be required to be paid at time of collection.
- A child who is not collected one hour after their allotted collection time

WILL BE REPORTED TO SOCIAL SERVICES AS BEING ABANDONED

ACCORDING TO THE MANDATORY REQUIREMENTS OF KENT SAFEGUARDING POLICY.