



**A world in which Autism is celebrated.**

**Registered Charity No. 1152188**

## **Safeguarding Children and Young People**

### **7. Uncollected Child or Young Person.**

#### **Policy statement**

In the event that a child/young person is not collected by an authorised adult at the end of a session/day, the setting puts into practice agreed procedures. These ensure the child/young person is cared for safely by an experienced and qualified practitioner who is known to the child/young person. We will ensure that the child/young person 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/young people will be properly cared for.

#### **Procedures**

- Parents/Carers of children or young people starting at the setting are asked to provide the following specific information which is recorded on our Registration Form:
  - Home address and telephone number - if the parents/carers do not have a telephone, an alternative number must be given, perhaps a 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/carers to collect their child/young person from the setting. E.g. a child-minder or grandparent.
  - Who has parental responsibility for the child/young person.
  - Information about any person who does not have legal access to the child/young person.

- On occasions when parents/carers 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/carers or the persons normally authorised to collect the child/young person are not able to collect the child/young person, they provide us with written details of the name, address and telephone number of the person who will be collecting their child/young person. We agree with parents/carers how to verify the identity of the person who is to collect their child/young person.
- Parents/Carers are informed that if they are not able to collect the child/young person as planned, they must inform us so that we can begin to take back-up measures. We provide parents/Carers with our contact telephone number.
- We inform parents/carers that we apply our child protection procedures as set out in our child protection policy in the event that their children/young people are not collected from setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child/young person on our premises.
- If a child/young person is not collected at the end of the session/day, we follow the following procedures:
  - The child's or young person'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/carers to collect their child/young person 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/young person 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/young person after one hour and there is no-one who can be contacted to collect the child/young person, we apply the procedures for uncollected children/young people.
  - We contact the Children's Advice and Duty Service (CADS):

**Telephone Number 0344 800 8021**

- The child/young person stays at setting in the care of two fully-vetted workers until the child/young person is safely collected either by the parents/carers or by a social care worker.
- Social Care will aim to find the parent/carer or relative if they are unable to do so, the child/young person will become looked after by the local authority.
- Under no circumstances do staff go to look for the parent/carer, nor do they take the child/young person home with them.

- A full written report of the incident is recorded in the child/young person's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed:

**Telephone Number 0300 123 1231 Setting Ref: URN2867125**

This policy was adopted on	20 <sup>th</sup> April 2015
Policy updated	20 <sup>th</sup> July 2025
Date to be reviewed	April 2027
Signed on behalf of the management committee	
Name of Signatory Susan Carr	
Role of Signatory CEO	

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	12/07/2025
Sue Carr	26/04/2026