

Uncollected Child Procedure



In the event of a child not being collected at the correct time, for his/her end of session, the staff at the Little Explorers Preschool will follow the procedure below:

- Reassure the child at all times that Mummy/Daddy or whoever usually collects will be contacted soon.
- Ensure the child is with someone familiar e.g. Key person and is kept occupied and distracted.
- Depending on timing the child may need a snack
- Check with all staff if any messages have been received, in case a message has not been passed on
- Phone the work/ home/mobile telephone number of the parent/carers who would normally be collecting the child.

Phone answered

- If the parent/carers is there, inform them of the situation and ask them to come immediately. If appropriate, remind them of the collecting time and inform them that their child was waiting for them.
- Inform the child that we are trying to make contact and update them with any outcome so far, not unnecessarily worrying them if there was a problem.

No answer

- If there was no answer on the usual contact numbers, refer to the emergency contact number/details and explain the circumstances and if possible arrange collection
- If no answer on these numbers, decide a period of time to wait in case there was a delay/accident en route, before trying the numbers again.

In the meantime

- Keyperson (or familiar person from the setting) remains with the child, doing all she/he can to reassure the child everything will soon be OK and Mummy/Daddy/Carers will soon be here.
- Try the telephone numbers again
- Try emergency numbers again
- If the child lives within close proximity and there is sufficient staff, it may be possible to visit the house to see if anyone is at home and this could rectify the situation.
- Minimum of 2 staff members with full suitability checks to stay in the setting with the child while this is carried out.
- If still no response from contact numbers and emergency contacts, 30 minutes after the child should have been collected phone Children's Social Care through North Somerset Consultation and advice line on 01275 888690 or Out of Hours on 01454 615165 for advice and next steps.

The Little Explorers Preschool

After an Uncollected Child incident has occurred, complete an incident form for staff and parents/carers to sign. Review the incident at a staff meeting, discussing what worked well and what was difficult. Where appropriate review: Uncollected Child Policy and any other relevant policies, procedures or risk assessments

Late collection charges may apply. These are detailed in the contract.

Policy Date: June 2022

Reviewed: June 2023

Reviewed June 2024

Reviewed June 2025