

# Holt House Infant School and Pre-School

## Procedure for Uncollected Children

January 2012

### **Key Contacts**

South Yorkshire Police 999 (2202020)  
West MAST team: 2506865  
Safeguarding Advisory Service: 205 3535  
Health and Safety (Claire Hallam) 2930911

## Procedure in the event of an uncollected child

### Introduction

Occasionally, young children are left uncollected from Early Years settings for considerable lengths of time. We have written these guidelines to help Early Years staff to respond sensitively and consistently to help ensure the safety and welfare of the children involved.

### If a child is not collected

If a child is not collected by 15 minutes after the end of the session, a member of staff will:

- Check for any information about changes to the child's normal collection routines.
- Contact the parents or carers at home or at work.
- Contact the other adults who are authorised by the parents or carers to collect their child from the setting
- Make all reasonable attempts to contact the child's parents, carers or authorised collectors.  
**The child will not be allowed to leave the premises with anyone other than parents, carers or authorised collectors**

### If the child has not been collected after a significant time period

- If a child in the EYFS remains 15 minutes after the end of the EYFS morning session they will stay with their key person/teacher. If the child remains one hour after the end of the morning session and an authorised person to collect the child is unable to be contacted, the **Safeguarding Children Advisory Service 205 3535** should be contacted by the designated senior person. The child will remain with their key person/teacher.
- If the child remains 15 minutes after the end of the afternoon session in the EYFS and 10 minutes in KS1 then the child will be taken by the key person/teacher to the after-school extended provision. If the child remains one hour after the end of the afternoon session and an authorised person to collect the child is unable to be contacted, the **Safeguarding Children Advisory Service 205 3535** should be contacted by the designated senior person. The child will remain with the after-school extended provision.

**In an emergency, 999 will be rung to contact South Yorkshire police**

## Care of the child following a referral to Children and Family Services

The child will stay at the setting in the care of two fully-vetted staff members until either

- the child is safely collected either by the parents, carers or authorized collector
- a social worker or police officer arrive at the setting
- Children and Family Services staff will assess the child's situation and if necessary, find them appropriate safe accommodation. **If possible, a known member of staff should remain with the child to provide continuity and reassurance, until they are settled.**
- Under no circumstances should staff attempt to look for the parents or carers, nor should they take the child home with them.

## Follow up

- A full written report of the incident must be recorded in the child's Safeguarding file.
- **Ofsted must be informed on 0300 123 1231** about any early years child who is uncollected without notification from parents or carers.