



## **EYFS UNCOLLECTED CHILD POLICY AND PROCEDURES**

In the event that a child is not collected by an authorised adult at the end of the day or late room, the School puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified member of staff who is known to the child, 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 children will be properly cared for.

### **Procedures**

Prior to their child starting school parents must provide:

- Details of home address, parental contact telephone numbers at home and work and mobile numbers.
- Emergency contact names and telephone numbers of an adults who are authorised by the parents to collect their child from school. Also details of their relationship to the child, i.e. grandparent, child minder.
- Information about any person who does not have legal access to the child, if applicable.

Parents advise us in writing, by phone or in person to the member of staff on the main EYFS door in the morning when their child is to be collected by another adult. If the adult concerned is not known to the School we agree with parents how to verify the identity of the person who is to collect their child. For example a password.

If a child is not collected at the end of the day they are sent to the late room and the teacher informs the School Office. The Secretary then contacts parents at home or work to check collection information for that day. If this is unsuccessful, the adults who are authorised by the parents to collect their child from School and whose telephone numbers are recorded on the Registration Form are contacted. All reasonable attempts are made to contact the parents or nominated carers. If the child has still not been collected by the end of late room, which officially closes at 6pm, an uncollected child will be cared for on the premises by two suitably qualified members of staff. We have two Designated Safeguarding Leads and if they are not in School at that time, one of them will be contacted in order for them to contact the local authority children's social services care team or out of hours duty officer should this be necessary.

A full written report of the incident is recorded on the child's file.