

Sandy Lane Nursery and Forest School  
"Nurturing curiosity and inspiring imagination"



**2024-25**

# Uncollected Child Policy

## DOCUMENT STATUS

Produced By	Version	Date	Action
Sandy Lane Nursery and Forest School	1	24.02.25	Adopted by school's Teaching and Learning Committee

Approval

Governing body free to delegate to a committee of the governing body, an individual governor or the headteacher

Review

Whenever there are any changes

*These procedures were formerly contained in the Missing Child and Uncollected Child Policy but have been separated for clarity*

# Uncollected Child Policy

Our aim is to ensure that children are only released from the care of the school to individuals named by the parent/carer with parental responsibility and that there is a clear procedure to be followed in the event of a parent failing to collect at an appointed time.

## Collection Procedures

In order to achieve our aims, the following procedures will be followed:

- On admission to Sandy Lane Nursery and Forest School, parents/carers with parental responsibility will be asked to provide the names, addresses and contact details of authorised adults who may collect their child in an emergency
- It is the parent's/carer's responsibility to inform the school in relation to who is collecting their child and if there have been any changes to the original information provided
- If a child is collected early, the person collecting the child must ensure they sign them out of school via InVentry (visitor management and sign in system) and give a reason for them leaving
- If there is a change in the person due to collect the child, the parent/carer with parental responsibility must telephone, text or email the school to inform a member of the admin team in relation to this. The person then collecting the child will need to provide the child's password in order for them to be released into their care
- If someone other than the named individuals (who have been given permission to collect) arrives to pick up a child, s/he will be asked to wait until the parent/carer has been contacted to confirm arrangements. If the parent/carer is un-contactable and the time they were due to collect has passed and if the individual is recognised as an authorised collector, the senior member of staff will make a decision as to if it is appropriate to allow the child to leave
- In cases where an individual is not permitted to collect the child, we will not allow the child to leave the premises and will alert the parent/carer straight away
- If a member of staff has any concerns regarding the ability of a parent to care for their child (influence of alcohol/substances), they will seek advice from a member of the Senior Leadership Team (SLT) and/or the Designated

Safeguarding Lead (DSL) who, in turn, will seek advice from Children's Social Care/Police before releasing the child from the school

### **Measures for an Uncollected Child**

In the event that a child is not collected by a parent/carer at the end of a session, the following procedure will be followed:

- The office staff will attempt to contact the parents/carers on all contact numbers provided
- If this is unsuccessful, then the adults authorised by the parents/carers to collect their child from nursery will be contacted
- Again, if this is unsuccessful, every effort will be made to contact a parent/carer or authorised adult. This could include two members of staff going to the child's family home
- If, after one hour, the child has not been collected and there is no-one who can be contacted, then Children's Social Care will be contacted by telephone on 01925 443322 and guidance will be sought. The child will stay at the nursery with two members of staff until they have been safely collected by the parent/carer or a social worker
- Attempts will continue to be made to contact parents/carers throughout this time
- Under no circumstances will a member of staff take the child home
- If the child is collected by a social worker, a member of SLT or the DSL will take the nursery mobile telephone home with them and continue to try and contact the child's parent/carer with the aim of updating them
- A full written report of the incident will be completed by relevant staff members and also the DSL. This record will be stored confidentially via the child's CPOMS (Child Protection Online Monitoring System) file

### **Measures for Late Collection of a Child**

In the event that a child is not collected by a parent/carer on time at the end of the session, the above procedures will be followed in accordance with the Uncollected Child Policy. Depending on circumstances, the school reserves the right to charge parents for the additional hours worked by its staff. Children's Social Care may also be informed and an incident report completed and stored confidentially in the child's CPOMS file.