



Registered Charity Number 1036151

Uncollected child

Policy statement


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

Procedure:

- Staff will attempt to contact parent/carer or named contact on registration forms and will inform the chairperson.
- Two members of staff will wait with the child until collected.
- If they are unable to contact any person on the contact list, a member of staff will seek advice from Social Care and/or the Police.
- If a member of staff is unable to remain with the uncollected child, a member of the committee will be called upon to ensure that two persons remain with the child at all times.
- Staff/Committee will wait one hour before contacting Social Care and/or the Police again.
- The child must only be handed over to a parent/carer, named person on contact list, police or social care.
- The child will not be handed over to anyone other than those on the contact list, police or social care unless permission is given by the parents.
- Ofsted will be informed of any incidents of uncollected children.

Adoption and annual review of the policy

This policy was adopted at a meeting of	Tiddlywinks Pre-School Committee
held on	20 th March 2023
Signed on behalf of the management committee	
Name of signatory	Caroline Clements-Searle
Role of signatory	Chair