

# LITTLE WILLOWS PRE-SCHOOL

## UNCOLLECTED CHILD PROCEDURE

**Our pre-school has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.**

At the end of every session, the pre-school will ensure that all children are collected by a parent, carer or designated adult who must be over the age of 16 years. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

1. If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Manager will be informed.
2. The Manager or 'After School' member of staff will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answerphone requesting a prompt reply.
3. While waiting to be collected, the child will be supervised by two members of staff, when possible, who will offer them support and reassurance.
4. If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a period of 30 minutes has elapsed since the end of the session, the Manager will call the Warwickshire MASH for advice.
5. In the event of the social services being called and responsibility for the child being passed to a child protection agency, the Manager will attempt to leave a further telephone message with the parent/carers or designated adults' answerphone. Furthermore, a note will be left on the door of the pre-school's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact Warwickshire MASH.
6. Under no circumstances will a child be taken to the home of a member of staff, or away from the pre-school's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.
7. The child will remain in the care of the pre-school until they are collected by the parent, carer or designated adult, or alternatively placed in the care of children's services.

Incidents of late collection will be recorded by the Manager and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a fine or the loss of their child's place at the pre-school.

MASH contact details: 01926 414144