



**Play • Learn • Grow**

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## **Uncollected Child Policy**

### **Policy statement**

In the event that a child is not collected by an authorised adult at the end of a session/day, the setting puts into practice agreed procedures.

### **Procedures**

If a child is not collected at the end of the session/day, we follow the following procedures:

- If no information is available, after ten minutes, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting – and whose telephone numbers are recorded on the Information Required Form – are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the Information Required Form in their file.
- If no-one can be contacted after 30 minutes we contact Access and Response Team on 01454 866 000 (Mon to Fri 9.00 am – 5.00 pm) or 01454 615165 (Out of hours and weekends).
- The child stays at setting in the care of two practitioners, one who will be DSL, until the child is safely collected either by the parents or by a social care worker.

- Under no circumstances must staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child’s file.
- Ofsted will be informed on 0300 123 1231

This policy was adopted at a meeting of	First Step Pre-school Committee	name of setting
Held on	<hr/> Sept 2021	(date)
Date to be reviewed	<hr/> Sept 2022	(date)
Signed on behalf of the management committee	<hr/> Signed copy available to view at pre-school	
Name of signatory	<hr/>	
Role of signatory (e.g. chair/owner)	<hr/>	

**Other useful Pre-school Learning Alliance publications**

- Safeguarding Children (2010)