



# Waterton Pre-Schools

## Uncollected Child Policy

## **WATERTON PRE-SCHOOLS**

### **Uncollected Child Policy**



Waterton Pre-Schools provide a safe and secure learning environment for all our children. We have security procedures in place that will reassure parents that their children are safe from the time they arrive at their Pre-School until the time they leave. We ensure that at the end of their session, all children are collected by their parents/carers or a designated adult. The Pre-School Manager or Deputy Manager will oversee the collection of children at the end of each session.

In the event that parents or carers are late to collect their child, our Pre-Schools have procedures in place that will ensure the safety and security of their children.

Children will remain in the care of the Pre-School until they are collected by their parent/carer or a designated adult.

#### **The Role of the Pre-School Committee**

The Pre-School Committees have:

- Delegated powers and responsibilities to the Executive Headteacher / Pre-School Managers to ensure the Pre-Schools are safe and secure environments;
- Nominated a link Committee Member to be responsible for Health and Safety including Pre-School security and to visit the Pre-School regularly and to report back to the Committee;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

#### **The Role of the Pre-School Executive Headteacher**

The Pre-School Executive Headteacher will:

- Ensure procedures are in place in each Pre-School to safeguard children not collected on time;
- Meet with parents who are persistently late in collecting their children if this continues after the Pre-School Manager has spoken with them;
- Monitor the effectiveness of this policy.

#### **The Role of Pre -School Manager**

The Pre-School Manager will:

- Ensure up to date records of contact details are kept and accessible to staff leading each session;
- To keep accurate registers of which children are attending which sessions;
- Ensure the implementation of this policy in their Pre-School;
- Ensure procedures are in place to safeguard children not collected on time;
- Ensure staff, parents and children are aware of these procedures;

- Meet with parents who are persistently late in collecting their children;
- Monitor the effectiveness of this policy.

### **The Role of the Pre-School Staff**

The Pre-School Staff will:

- Be aware of this policy;
- Implement this policy;
- Reassure a child who has not been collected on time;
- Call the parent/carer or designated person after five minutes of waiting;
- Try other emergency contact numbers if the parent/carer cannot be contacted;
- Wait with the child providing as much support and reassurance as is necessary;
- Not release a child into the care and supervision of another adult until they have verbal permission from the parent/carer and the password from the adult;
- Not escort or take children home (except in extreme circumstances and only with express permission from the parent and with a second member of staff);
- Contact social care direct / police if after repeated attempts no contact is made with the parent/carer or designated person;
- Leave a message and contact number for the parent/carer or designated person informing them that their child is being looked after by the local authority;
- Record all incidents of late collection.

### **The Role of Parents and Guardians**

Parents / Guardians must:

- Be aware of the Uncollected Child Policy;
- Ensure the Pre-School has up to date contact details including emergency telephone numbers;
- Have the Pre-School's contact details;
- Ensure that their children are collected promptly;
- Contact the Pre-School to explain that they will be late to collect their child; or
- Contact the Pre-School to explain that they will be late to collect their child and that a designated person known by the Pre-School will be collecting their child and ensure that the designated person knows the password;
- The parent/carer must inform the Pre-School in writing regarding any persons NOT allowed to collect the child for any reason.

### **Monitoring the Effectiveness of the Policy**

The effectiveness of this policy will be reviewed, in line with the review date set or when the need arises, and the necessary recommendations for improvement will be made to the Pre-School Committees.

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