



Working with Children and Their Families to Achieve a Better Future

Uncollected Child Policy/Procedure

Designated Safeguarding Lead: Mrs N Hunt, Head Teacher

Deputy Designated Safeguarding Lead: Miss S Schofield, Lead Teacher

“Procedure to be followed in the event of a parent and/or carer failing to collect a child at the expected time, in line with the safeguarding and child protection requirements of the Statutory Framework for the Early Years Foundation Stage (2024).”

Statement

This procedure outlines the actions to be taken in the event that a parent and/or carer fails to collect a child at the expected time. It is in line with the safeguarding and child protection requirements of the Statutory Framework for the Early Years Foundation Stage (2024).

Scope

Stoneygate Nursery School is committed to ensuring the safety, security and wellbeing of all children in our care. This policy applies to all staff and outlines the procedures to be followed if a child is not collected at the end of their session.

This policy should be read alongside the school’s Safeguarding, Health & Safety, and Attendance Policy policies.

Procedure

If a child is not collected at the end of their session:

- The child will be reassured and remain supervised at all times. They will never be left alone.
- At least two members of staff will remain with the child where possible and staffing ratios will be maintained.
- After **10 minutes**, staff will attempt to contact the parent/carers using the contact details held on record.
- If no contact is made, staff will begin contacting the **emergency contacts** listed on the child’s records.
- A child will **never be released** to anyone who is not authorised to collect them.

Escalation

- The **Designated Safeguarding Lead (DSL)**, or **Deputy Designated Safeguarding Lead (DDSL)** in their absence, will be informed and will take responsibility for overseeing the situation and making decisions.
- If the child has not been collected and no contact has been made within **45–60 minutes**, the DSL/DDSL will contact the **Duty Assessment Team**:
 - Office hours: 0300 123 6720
 - Out of hours: 0300 123 6722
- Staff will follow the advice of the Duty Assessment Team, including contacting the police if advised.
- The setting will fully cooperate with any external agencies involved.

Recording and Monitoring

- All incidents of late or non-collection will be recorded in the Incident Log.
- Parents/carers will be asked to sign and date the record to confirm they are aware of the incident.
- Incidents will also be recorded on CPOMS where appropriate.

Persistent Late Collection

- Parents/carers will receive a warning and a copy of this policy following the first incident.
- A charge of **£6 will apply if a child is not collected 10 minutes after the end of the session**, increasing by **£2 for every additional 15 minutes**.
- Persistent late collection (more than four occasions in one term) will result in a meeting with a senior member of staff.
- Repeated late collection may be considered a **safeguarding concern** and managed in line with the school's safeguarding procedures.

Review

This policy will be reviewed in **May 2027** or earlier if required.