

Uncollected Child Policy

EYFS overarching legal requirement:

“The provider must take necessary steps to safeguard and promote the welfare of children”

Every Child Matters Outcome

Staying Safe

EYFS Requirement

Safeguarding and Promoting Children’s Welfare

**EYFS Principle into Practice: A Unique Child
Keeping safe (card 1.3)**

This policy applies to

1. Early Years Register (EYR)
2. Childcare Register (CR) both parts

Policy

A policy is a description of the setting’s aims / commitment. Consider the following information when detailing your policy,

- What is your overall commitment to ensure that children in your care are kept safe at all times?

Procedure

A procedure is a description of the way in which a setting goes about a particular activity or process. Consider the following information when detailing your procedures,

- Who is the named Safeguarding Officer for the setting? Do they have relevant experience and have they attended the relevant training?
- Updating and reviewing parent / carer contact details on a regular basis.

- Staff members informing the manager or person in charge if the parent, carer or designated person is more than 15 mins late.
- The manager or person in charge contacting the parent, carer, designated person and all emergency contact numbers for the child.
- At least two members of staff staying with the child at all times, to offer support as necessary. These two staff members will remain with the child until a parent / carer or designated person has collected the child.
- If no contact has been made on any of the emergency contact numbers then the manager will inform the Safeguarding Officer for the setting.
- The Safeguarding Officer would contact the Children's Duty Team for help and advice.
- The child should remain on the premises until they are collected by the parent / carer or designated person.
- How do you ensure that you record the incident effectively when a child has been collected late?
- Inform Ofsted of any incidents of uncollected children within 14 days of the event.
- Will the child be given a meal if they are uncollected over the dinner time period?
- How will you communicate with parents if English is their second language?
- What impact will this have on ratios if the child is uncollected during the day?
- Will you charge the parent for the late collection and will staff need to be paid if they stay behind after their shift had finished?
- Including relevant contact numbers in your policy
Children's Central Duty Team 01942 828300
Children's Central Duty Team Out of Hours 01942 828777
Ofsted 08546 404040
Police 0161 872 5050

Date created

Date updated

Related Policies

- Safeguarding Policy
- Health and Safety Policy
- Working in Partnership with Parents, Carers and Professionals

For more information...

EYFS Statutory Framework page 22

EYFS CD ROM

Requirements for the Childcare Register: Childminders and home child carers
- Ofsted ref 080161

Requirements for the Childcare Register: Childcare providers on non domestic
or domestic premises – Ofsted ref 080143

Additional duties under national legislation

- Children's Act 2004 Every Child Matters
- Childcare Act 2006
- Data Protection Act 1998

Ofsted are the registering, inspecting and enforcing body for childcare, and as such, they alone, have the final say on the suitability of persons, premises and the number of childcare places that can be offered therein. Therefore, any information provided by Children and Young Peoples Services (CYPS) should be used as a guide only