

Safeguarding and Welfare Requirements: Child Protection

Parc Eglos Nursery: Uncollected Child Procedure

If a child is not collected by closing time, or the end of the session and there has been no contact from the parent, or there are concerns about the child's welfare then this procedure is followed.

- The designated person (**DSL- Christopher Powley, DDSL/Headteacher- Jayne Banner, DDSL- Tony Flint**) is informed of the uncollected child as soon as possible and attempts to contact the parents by phone.
- If the parents cannot be contacted, the designated person uses the emergency contacts to inform a known carer of the situation and arrange collection of the child.
- After one hour, the designated person contacts the local social care out-of-hours duty officer if the parents or other known carer cannot be contacted and there are concerns about the child's welfare or the welfare of the parents.
- The designated person should arrange for the collection of the child by social care.
- Where appropriate the designated person should also notify police.

Members of staff do not:

- go off the premises to look for the parents
- leave the premises to take the child home or to a carer
- offer to take the child home with them to care for them in their own home until contact with the parent is made
- Staff make a record of the incident in the child's file.
- This is logged on the child's personal file along with the actions taken (My Concern).
- If there are recurring incidents of late collection, a meeting is arranged with the parents to agree a plan to improve time-keeping and identify any further support that may be required.

Cornwall Multi-agency Referral Unit- Tel: 0300 123 1116

Out of Hours Service: 01208 251300

Adopted by	<u>Parc Eglos Nursery</u>
On	<u>March 2023</u>
Date to be reviewed	<u>March 2024</u>
Signed on behalf of the provider	<u>Parc Eglos Nursery</u>
Name of the signatory	<u>Mr Keith Warham</u>
Role of the signatory	<u>Chair of Governors</u>