



Safeguarding children, young people and vulnerable adults procedures

Uncollected child

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

- The designated person is informed of the uncollected child as soon as possible and attempts to contact the parents/carers by phone.
- If the parents/carers cannot be contacted, the designated person uses the emergency contacts to inform a known carer of the situation and arrange collection of the child. Skylarks Community Preschool will endeavour to get more than two emergency contacts were possible.
- 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/carers.
- 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 at Skylarks Community Preschool do not:

- go off the premises to look for the parents/carers
- leave the premises to take the child home or to a another 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. A record of conversations with parents should be made, with parents being asked to sign and date the recording.
- This is logged on the child's personal file along with the actions taken. Confidential safeguarding incident report form should also be completed if there are safeguarding and welfare concerns about the child, or if Social Care have been involved due to the late collection.
- If there are recurring incidents of late collection, a meeting is arranged with the parents to agree a plan to improve timekeeping and identify any further support that may be required.

This procedure was adopted by	Skylarks Community Preschool	(name of provider)
On	1 st August 2022	(date)
Date to be reviewed	1 st August 2023	(date)
Signed on behalf of the provider		
Name of signatory	Kathleen Thomson	
Role of signatory (e.g. chair, director or owner)	Manager/Trustee	

Date Reviewed	Changes	Signature
7th August 2023	N/A	
14 th August 2024	N/A	
15 th August 2025	Two emergency contacts	