

Madeley Nursery School

Late and Uncollected Child Policy

Policy statement

General transition between parents, carers, and staff in nursery

The Nursery has a duty to the safety of all the children in their care and this covers transition of children on arrival and collection of children. In addition, the safety of those children in the event of a parent / carer who is late or fails to pick up a child.

At the beginning and end of a session, Nursery staff will work with parents and carers to ensure that all children are passed over to the safety of their parents or carers. Children become the responsibility of the nursery when they enter the school building. It is the responsibility of parents and carers to ensure that children are supervised safely when waiting to enter the nursery and once they have been handed over at the end of the session.

Parents of children starting at the nursery are asked to provide the following specific information which is recorded on an admission form:

- home address and telephone number for each parent or carer-
- an alternative number must be given, perhaps a neighbour or close relative as an emergency contact.
- place of work, address, and telephone number (if applicable).
- names and contact details of those parents have given permission to collect their child from school, for example a childminder or grandparent.
- who has parental responsibility for the child.
- information about any person who does not have legal access to the child.

Travelling to and from nursery safely

The nursery is situated in a busy residential area with narrow or non-existent pavements in the locality. Children must be supervised safely and under the control of their parents or carers when walking to and from nursery or when transitioning into and out of a vehicle. If a parent or carer is finding this difficult, please speak to a member of the nursery team for advice and support. It is our duty to safeguard children and staff will talk with parents and carers if they are concerned about a child's safety.

If your child is in a vehicle they must be seated in appropriate and legally defined child safety seating.

For further information go to

<https://www.gov.uk/child-car-seats-the-rules>

here it states that,

“Children must normally use a child car seat until they’re 12 years old or 135 centimetres tall, whichever comes first.

Children over 12 or more than 135cm tall must wear a seat belt.

You can choose a child car seat based on your child's height or weight.

If you transport your child to and from nursery on a bicycle, we remind you of the highway code:

Section 59 of the Highway Code explains the appropriate clothing cyclists should wear in order to make it easier for other road users to spot them and help to keep them protected in the case of a collision.

Cyclist clothing:

- Helmet – Your cycle helmet should conform to the current regulations, be the correct size for your head and be securely fastened.
- Appropriate fitted clothing – Your clothing should be tight fitted to prevent it getting tangled in the chain or wheel of your bicycle.
- Light clothing – Light and fluorescent clothing will help you to stand out in daylight and poor light.
- Reflective accessories – Strips on the helmet, as well as armbands and ankle bands will help you be seen in the dark.

The Child Accident Prevention Trust gives the following safety advice on their website:

<https://capt.org.uk/cycle-safety/>

Keeping kids safe on bikes

Most children love to cycle, and it’s a great way for them to keep fit and healthy.

With a few safety tips, you can help them learn to cycle safely.

Cycling with babies, toddlers and very young children

Before children are ready to try riding a bike themselves, you can take them out on a bike yourself using a baby cycle seat.

Look for a child bike seat that conforms to British Standard number BS EN 14344:2004.

Seats are suitable for children of different weights, so make sure your child is within the weight range of the seat you choose.

Before you cycle for the first time with the extra weight of a child on board, it's a good idea to have a go in a safe place where there's no traffic.

You should also make sure both of you are wearing cycle helmets and high-visibility clothing.

Late or uncollected children

If a parent or carer must make emergency arrangements for someone, unknown to the nursery staff to collect their child, the following procedure is in place:

- The parent or carer must contact nursery and inform a member of staff who will be collecting their child.
- The nursery will give the parent or carer a code word that will be used by the person collecting their child to ensure that the child is only released to the person identified by the parent.
- We will never release a child to someone, even in an extreme emergency without the verbal consent of a parent or carer.
- It is very important that we have emergency contact details for every child.

Please note we will not release a child to a parent or carer if we suspect that they are under the influence of drink or drugs.

Parents and carers can only give permission to those aged 16 years or older to collect their child, this includes siblings and other relatives.

If for some reason a parent or carer fails to pick up a child at the correct time, and we have not been informed so that alternative arrangements can be agreed (see above), the following procedures will be put into place. These procedures ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

We inform parents that we apply our child protection procedures as set out in our child protection policy in the event that their children are not collected from school by an authorised adult within one hour after the session has finished and the staff can no longer supervise the child on our premises.

If a child is not collected at the end of the session, and we have had no contact from parents or carers to agree alternate arrangements we follow the following procedures:

- parents/carers are contacted at home or at work.
- if this is unsuccessful, the adults who are authorised by the parents as the emergency contact person are contacted to collect the child from school.
- all reasonable attempts are made to contact the parents or nominated carers.
- the child does not leave the premises with anyone other than those named on the Registration Form or in their file.
- if no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- we contact our local authority children's social services care team: Family Connect on 01952 385385
- the child stays at school in the care of two members of staff until the child is safely collected either by the parents or by a social care worker.
- Social Care will aim to find the parent or relative, but if they are unable to do so, the child will become looked after by the local authority.
- under no circumstances do staff go to look for the parent, nor do they take the child home with them.
- a full written report of the incident is recorded and kept in the child's Safeguarding file
- depending on circumstances, we reserve the right to charge parents for the additional time.
- Ofsted may be informed: **0300 123 1231**

Incidents of late collection will be recorded by the Headteacher or key person and discussed with parents or carers at the earliest possible convenience to all parties.

At no point throughout this course of action will a child be made aware of the situation. He / she will continue to be looked after by qualified, familiar staff in the appropriate room.