

SACRED STEPS PRE-SCHOOL

In line with our Safeguarding and Welfare requirements of the revised E.Y.F.S (2014). We take the necessary steps and precautions if a child in the Pre-school has not been collected.

POLICY – Safety precautions if a child has not been collected

Children must be collected from pre-school promptly at the stated times, we reserve the right to make a charge of £5.00 for late collection of children at the end of the session.

Parents must supply the Pre-school with emergency contact numbers that are up to date and inform the Pre-school in writing of any changes.

Under no circumstances may a member of staff take a child from the Pre-school. The Pre-school will not release a child to an unknown person without prior written consent.

PROCEDURE IF A CHILD HAS NOT BEEN COLLECTED AT THE END OF THE SESSION:

1. Contact the parent/carer on home or work number.
2. Contact emergency telephone numbers.
3. Leave a message to contact the Pre-school as soon as possible.
4. Reassure and comfort the child until the parent/carer arrives, two staff members will remain on the premises.
5. Ensure staff supervision so that no child can leave the premises unattended.

If no one collects the child after one hour and no one can be contacted, we apply the procedures as follows:

1. Contact Social Care (family support team) 024 76 302 444 or out of hours emergency number 024 76 832 222

2. Social Care will aim to find the parent or relative if they are unable, the child will be admitted into their care.
3. A message will be left at the Pre-school entrance with the details explaining the procedure for the collection of their child.
4. A full written report of the incident is recorded in the child's file and Ofsted may be informed. [Tel:0300 123 1231](tel:03001231231) as to the action taken.

If parents phone in an emergency and none of the authorised emergency contacts are available to collect the child the procedure is as follows:-

- The parent will give the name and describe the person who is coming to collect their child.
- The parent will indicate what relationship the authorised person is to the child.
- The parent will share a password and proof of identity with the Pre-school Manager.
- The name of the authorised person and the proof of identity as well as the password will be confirmed on entry to the Pre-school by the Pre-school Manager.
- Mary Pickering is the designated person for Safeguarding children.
- Information collected and used will comply with the **Data Protection Regulations GDPR (2018)**.
- Mary Pickering is the Data Protection Officer for Sacred Steps Preschool.