



Left at School Policy

In the event that a child is not collected by an authorised adult at the end of a session/day, The French Nursery and The Spanish Nursery Schools puts into practice agreed procedures. These ensure the child is cared for safely by experienced practitioners who are known to the child. We will ensure that the child receives a high standard of care in order 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.

Procedures

- Parents of children starting at the setting are asked to provide the following specific information which is recorded on our Registration Form:
 - Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
 - Place of work, address and telephone number.
 - Mobile telephone number.
 - Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting.
 - The person with the child's parental responsibility.
 - Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.
- Where parents or the person authorised to collect the child are not able to do so, they are asked to fill the relevant authorisation form detailing the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures.
- 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 setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.

Where a **child is not collected** at the end of the session/day, we make all the reasonable attempts to contact the parents or the nominated carers and we act in accordance with the following **procedures**:

- The child's file is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at the telephone numbers provided.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the Registration Form - are contacted.
- The child is not allowed to leave the premises with anyone other than those named on the Registration Form or in the relevant authorisation form.
- The principal must be informed of the situation at this time.

Where **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:
020 7641 4000 Monday to Friday between 9am and 5pm
(outside office hours: **020 7641 6000**)
- The child stays at setting in the care of two fully-vetted practitioners 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 if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff to go to look for the parent, nor do they take the child home with them.
- An Incident Form must be completed as fully as possible and placed in the Incident Book and child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed:

Telephone number: **0300 123 1231**

Address: Piccadilly Gate
Store Street
Manchester
M1 2WD

We undertake to look after the child safely throughout the time that he remains under our care

This policy was adopted at a meeting of *The French Nursery and The Spanish Nursery School*

Held on: _____

Date to be reviewed: _____

Signed on behalf of the management
committee:

Name of signatory: _____

Role of signatory: _____