



06 Safeguarding children, young people vulnerable adults procedures

06.4 Uncollected child/ responsible child collection

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 is informed of the uncollected child as soon as possible and attempts to contact the parents by phone.
- If the parents **and** 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 20 minutes, 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 using , usually a practitioner. 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. 06.1c 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 time-keeping and identify any further support that may be required.

Responsible person collection

In no circumstance would we allow a child to be collected by a person aged 17 or under without prior agreement with the manager of Westbrook Little People unless they have parental responsibility for that child.

In the event that a child is **being** collected by a responsible person under the age of 18 with no parental responsibility for that child, an agreement is put in place to ensure that the person collecting the child has full permission gained from parent/carer to do so and is fully competent to care for the child in the absence of the parent/carer - The Responsible person agreement to Westbrook Little People letter must be completed, with one copy given to the parent/carer and the original letter to be placed in the child's file.

Please refer to attached letter.

-The Responsible person agreement to Westbrook Little People letter can be denied by the Manager

-Proof of age may be required

-An interview or formal chat with the person named in this letter may be requested by the childcare manager.

-if for any reason the person named in the letter is deemed not to be responsible, the parent/carer will be contacted. If this is unsuccessful, the uncollected child procedure will be followed.

The parent/carers are made aware that from the moment the child leaves the setting with the responsible person, Westbrook Little People hold no responsibility in relation to this decision made by the parent/carer.