



Uncollected Child Policy (E9)

Scope:	EYFS Department
Release date:	April 2025
Author:	EYFS Lead, Prep School
Reviewer:	Senior Deputy Head Prep School
Approval body:	Board of Directors (released pending ratification at EdComm meeting)
Review date	April 2026

Linked documents

This Policy should be read in conjunction with:

- EYFS Missing Child Policy (14b)
- EYFS Pupil Supervision throughout the School Day. (14c)
- WGS Prep Supervision Policy (A12)

Availability

This Policy may be viewed on the School website and a printed copy is available on request from the School office/Pupil Services Team.

Edition Changes

Edition Release 2025	
Location of change	Clause impacted
Throughout document:	
Front page date change	

Policy Statement

In the event that a child is not collected by an authorised adult by their expected collection time, we put into practice agreed procedures. The child will receive 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 are asked to provide the following specific information when their child starts attending our setting, 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 (if applicable),
- Mobile telephone number (if applicable),
- Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, 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,
- 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,
- On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they provide us with written details of the name, address and telephone number of the person who will be collecting their child. This information can also be provided by email to Pupil Services or EYFS staff directly. We will 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 by telephone before the end of the school day so that we can make arrangements for their child's supervision.

If a child is not collected at their expected collection time, we follow the procedures below:

- 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 home or at work,
- If this is unsuccessful, the adults who are authorised by the parents to collect their child - and whose telephone numbers are recorded on the Registration Form - are contacted,
- 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 within 30 minutes of their expected collection time and there is no named contact who can be contacted to collect the child, we apply the procedures for uncollected children,
- If we have any cause to believe the child has been abandoned, we contact the local authority children's social care team,
- If the children's social care team is unavailable or as our local authority advise we will contact the local police.
- We contact the local authority Integrated Front Door Team 0345 045 5203,
- Or the out of hours duty officer (where applicable): 01733 234 724,
- After an additional 15 minutes if the child has not been collected, we will contact the above statutory agencies again,
- The child stays at the setting in the care of a member of the WGS Prep Leadership Team until the child is safely collected either by the parents or by a social care worker or by another person specified by social care,
- 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 will we go to look for the parent, nor leave the setting premises with the child,
- We ensure that the child is not anxious, and we do not discuss our concerns in front of them,
- A full written report of the incident is recorded in the child's file.