

EYFS DEPARTMENT

E9 EYFS Safeguarding children: Uncollected Children Policy

This Policy applies to the Early Years Department and is published to staff and parents.

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Next review date: July 2026

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

Policy statement

In the event that a child is not collected by an authorised adult at the end of a school day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and Well-being	2.2 Parents as Partners	3.4 The Wider Context	

Procedures

- Parents of children starting at the setting are asked to provide the following specific information which is recorded in the Registration Forms:
 - Home address and telephone number.
 - 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 school.
 - The person(s) with 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 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 the name, address, telephone number and, if possible, a photograph of the person who will be collecting 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; parents have our contact telephone number.
- If a child is not collected at the end of the school day, we follow the procedures below:
 - 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 from the setting and whose telephone numbers are recorded on the Registration Forms 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 Forms or in their file, or otherwise authorised by the parents.
 - The child is cared for in school by two members of staff until a parent or nominated person arrives.