St Anthony's Catholic Primary School

An Academy within The Catholic Academy Trust in South Hampshire

'Children in our heart, Christ at the centre'

'We love, we learn and we live'

PRESCHOOL

Name of Policy	Safeguarding children, young people and vulnerable adults procedures **Uncollected Child Policy**
Reference Number	1.3
Date of e-signoff	
Headteacher	Katrina Straker
Chair of Governors	Torion Bowles
Preschool Governor	Anita Fitzpatrick
Preschool Manager	Alison Reid
Date for Review	September 2026

PRESCHOOL

Safeguarding children, young people and vulnerable adults procedures

Uncollected Child Policy

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.

- A member of the preschool teaching staff will attempt to contact parents by phone.
- If the parents cannot be contacted, the member of the preschool teaching staff uses the emergency contacts to inform a known carer of the situation and arrange collection of the child. The designated safeguarding lead is informed.
- After one hour, the designated safeguarding lead 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 safeguarding lead should arrange for the collection of the child by social care.
- Where appropriate the designated safeguarding lead 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 on CPOMS including any conversations with parents and action taken.
- 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.