



Smalley Pre-school Uncollected Child Policy

(Registered Charity No. 1033193)

Church Hall, Main Road, Smalley, Ilkeston, Derbyshire DE7 6EF

07903 129575

If a child is not collected by closing time at Smalley Pre-school, at the end of the session there has been no contact from the parent/carer or there are concerns about the child's welfare, this procedure is followed.

- The designated safeguarding lead is informed of the uncollected child as soon as possible and attempts to contact the parents/carers by phone.
- If the parents/carers cannot be contacted, the designated safeguarding lead uses the emergency contacts to inform a known carer of the situation and arrange collection of the child. Smalley Pre-school will endeavour to get more than two emergency contacts where possible.
- After one hour, the designated safeguarding lead contacts the local social care out-of-hours duty officer if the parents/carers or other known carer cannot be contacted and there are concerns about the child's welfare or the welfare of the parents/carers.
- 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 at Smalley Pre-school **do not**:

- go off the premises to look for the parents/carers;
- leave the premises to take the child home or to another carer; or
- offer to take the child home with them to care for them in their own home until contact with the parent/carer is made.

A record of conversations with parents/carers should be made and recorded on the child's file, with parents/carers asked to sign and date the recording.


This is logged on the child's personal file along with the actions taken. A 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/carers to agree a plan to improve timekeeping and identify any further support that may be required.

Further information

[Working Together to Safeguard Children](#) (DfE, 2023)

This policy was adopted by Smalley Pre-school

On	23.12.25
Date to be reviewed	23.12.26
Signed on behalf of the provider	
Name of signatory	Joanne Rothwell
Role of signatory (e.g. chair, director or owner)	Chair of the Committee