



Earith Pre-School 7
School Road
Earith, Cambs PE28 3QB
01487 841478
earithpreschool7@aol.co.uk

Safeguarding children, young people and vulnerable adults procedures

Uncollected child

If a child is not collected by closing time at Earith Preschool, or the end of the session and there has been no contact from the parent/carer, or there are concerns about the child's welfare then 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. **Earith Preschool will endeavour to get more than two emergency contacts were 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 Earith Preschool **do not:**

- go off the premises to look for the parents/carers
- leave the premises to take the child home, or to another carer
- 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 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.



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- If there are recurring incidents of late collection, a meeting is arranged with the parents/carers to agree a plan to improve time-keeping and identify any further support that may be required.

Policy/procedure Review date	September 2025
Next review due on	September 2026
Signature on behalf of provider	
Name of signatory	Deborah Young
Role of signatory	Chair person of committee

Further information

- Safeguarding Children (Pre-school Learning Alliance 2013)



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