

|  |  |  |
| --- | --- | --- |
| *Adderley Nursery School* | *Allens Croft Nursery School* | *Gracelands Nursery School* |
| *Highfield Nursery School* | *Jakeman Nursery School* | *Lillian de Lissa Nursery School* |
| *Newtown Nursery School* | *Shenley Fields Nursery School* | *St Thomas Centre Nursery School* |

**UNCOLLECTED AND MISSING CHILDREN POLICY**

Full Governing Body Approved: 07 April 2025

Date for renewal: Spring 2027

Chair of Governors: Sean Delaney

Contents

[Rationale 2](#_Toc192857814)

[Aims 2](#_Toc192857815)

[Process 3](#_Toc192857816)

[Admission Form Information 3](#_Toc192857817)

[Procedures for uncollected children 3](#_Toc192857818)

[Procedures after CASS are contacted 4](#_Toc192857819)

[Safety measures 5](#_Toc192857820)

[Missing Child Procedures 6](#_Toc192857821)

[APPENDIX A 7](#_Toc192857822)

[APPENDIX B 8](#_Toc192857823)

[APPENDIX C 9](#_Toc192857824)

This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC).

***Article 2*** *(non-discrimination) The Convention applies to every child without discrimination, whatever their ethnicity, sex, religion, language, abilities or any other status, whatever they think or say, whatever their family background.*

***Article 3*** *(best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.*

***Article 7*** *(birth registration, name, nationality, care) Every child has the right to be registered at birth, to have a name and nationality, and, as far as possible, to know and be cared for by their parents.*

### Rationale

From time to time, parents or carers may have difficulties in arriving at the end of the session to collect their children. This may happen for a variety of reasons and in isolated incidents, the nursery will always attempt to contact parents and care for the child until the parent can collect him/her. However, in the event that a parent may not be contacted, or when a child is repeatedly uncollected, the nursery must have procedures in place to support the child and parents.

### Aims

• To ensure that a child is cared for appropriately in the event that no authorised adult is available to collect him/ her.

• To identify clearly for staff, parents and governors the procedures that will be followed in the event that a child is not collected.

• To share procedures with adults, parents and carers

### Process

This process has been endorsed by Directorate for People Children’s Social Care, the Police and Birmingham Safeguarding Children Board.

In the event that a child is not collected by an authorised adult, we will ensure that the child receives 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 child will be properly cared for.

### Admission Form Information

Parents of children at the setting are asked to provide specific information which is recorded on our Admissions Form, including:

• Home address and telephone number

• Place of work and telephone number (if applicable)

• Mobile telephone number

• Names, addresses and telephone numbers of adults (minimum two additional to parents/ carers) who are authorised by parents to collect their child, for example grandparent or childminder

• Information about any person who does not have legal access to the child

• Who has parental responsibility for the child

• Any change of contact details

Parents/ carers’ contact details are checked each term and parents/ carers are asked to notify us immediately of any changes to these details.

The Birmingham Federation of Maintained Nursery Schools (BFMNS) will make the usual finish times of the session/day/activity clear to parent carers. Any changes will be notified to parent carers in writing. Where relevant, his will include notification of any additional financial charge for top-up sessions.

### Procedures for uncollected children

Parents should be aware that only adults of 18 years and over are allowed to collect children. In the event that a child is not collected at the end of the session we follow the set of procedures listed below:

• We will contact the parent carer by telephone if they are more than 5 minutes late

• If unable to contact a parent carer, we will contact the named people who are authorised to collect the child

• If contact cannot be made still, we will contact any other emergency contacts parent carers have provided details of for them to try to make contact with the parents.

• If contact cannot be made still, we will continue to call up to one hour after the agreed collection time

• Where known, we will also contact other settings that siblings attend to see if they are experiencing the same problem or have been able to make contact

• In exceptional circumstances, risk-assessed arrangements can be made at the discretion of the Head Teacher. For example, visit to the home address as an additional contact method.

• If the child has not been collected and it has not been possible to contact a parent or named contact, 1 hour after the agreed finish time for the school session/day/activity, a phone call will be made to the Children’s Advice and Support Service (CASS) on 0121 303 1888. CASS will act in a coordinating role in the first instance.

• If the child has an allocated social worker, the school will contact the social worker or the allocated team manager via Children’s Information and Advice Service (CIAS) (303 1888 option 2) instead of contacting the CASS

• The school will organise a rota to allow at least two staff to stay until responsibility for the child is handed over

• The DSL will maintain a record of incidents where parents do not collect a child from school or other activities. Any child welfare concerns arising out of such an incident(s) will be dealt with in accordance with the child safeguarding procedures of the school

**Note that the CIAS switchboards close at 5.15pm (4.15pm Friday), after which the Emergency Duty Team must be contacted.**

The contact details for CIAS and the Emergency Duty Team are as follows:

**Children’s Information and Advice Service- Tel No 0121 303 1888**

**Emergency Duty Team - Tel No 0121 464 9001**

### Procedures after CASS are contacted

1) CASS will give advice and may carry out appropriate checks and make further attempts to contact the parent carer. If there are any concerns about the welfare of the parent carer/s, CASS will, on a case by case basis, ask the local police to visit the home address.

2) If an appropriate relative or carer is located, they will be asked to collect the child from the school. If there is a genuine reason for the relative or carer being unable to do this, CASS will liaise with school about possible arrangements for the child to be taken to the address, though this will occur only under exceptional circumstances.

3) In making decisions, Children’s Services and the school will prioritise interim care arrangements that best meet the child’s personal and emotional needs.

4) If the combined attempts to contact a parent or appropriate carer by the school or CASS remain unsuccessful 1½ hours after the normal end of the school day/ activity, Children’s Services will normally make a decision to assume care of the child and arrange for him/ her to be taken to a place of safety.

a) For children with health care requirements, it is expected that the health care plan will include a risk assessment and plan to meet the needs of a child not picked up or dropped off at home by home-to-school transport.

5) CASS will confirm the arrangements with the school and with those caring for the child at that time, before the CASS closes and also hand this information over to the EDT team. The Emergency Duty Team will continue to liaise with the school as appropriate until an appropriate placement is identified.

6) Plans for transporting the child will take into account staff availability out of hours, the need for adequate insurance cover, appropriate gender balance, in car safety, and any information about special needs or behavioural difficulties etc. provided by the school/ organisation. Where possible, two adults should be present. If there is a shortage of staff, a mini cab could be used with a suitable escort.

7) The school will send a letter to the parent carer notifying them of the incident and of the arrangements that were made to care for the child. Concerns about the child’s welfare – Appendix A.

8) The Executive Head Teacher / Member of the Senior Leadership Team should meet with the parent on the next working day and outline the actions that the school had to take and why. This will inform the parent of any arising financial issues.

9) Where more than one incident occurs, repeated episodes on late collection with notification or where there are reasons for concern regarding the ability of parent carer(s) to collect their child, the Executive Head Teacher / Member of the Senior Leadership Team will:

a) Initiate a discussion between the school and the parent to identify a strategy for addressing these concerns.

b) Where agreement cannot be reached with parents or in cases where there are child protection concerns, a referral to CASS will be completed and Children’s Services will be invited to contribute to identifying the strategy for addressing the concerns and safeguarding the child.

### Safety measures

All children attending a nursery school within the BFMNS must complete the relevant documentation when requesting absence for a holiday or trip - Appendix B.

In addition to the above, to ensure the continuous safety and security of all children within our organisation we undertake to do the following:

• Ensure that all gates and entry/ exit doors are fitted with appropriate locks/handles and/ or security devices placed at such a height as to ensure that children do not have unauthorised access, in order to ensure that children do not leave the premises unsupervised, and intruders are unable to gain access.

• Request all visitors provide appropriate identification and state the reason for their visit prior to admittance. Record the name of each visitor and their company details or reason for visiting us on the visitor sheet/electronic signing in inventory. Visitors will also be issued with an identification pass and a visitor lanyard.

• All children are to be signed into and out of the nursery schools through registration carried out. The time of arrival and collection is recorded if different to usual school hours.

### Missing Child Procedures

In the event of a missing child, the following procedures will apply:

• The police will be called immediately

• A thorough search of the area the child was last seen in will be conducted

• All staff present at the time of the incident or when the child was last seen will be contacted to gain all relevant information

• Attempts will be made to contact the parent carer (as advised by the police)

• Any available CCTV footage will be examined

• A safeguarding incident report will be completed

• We will inform Ofsted

• We contact the Children’s Advice and Support Service (CASS) 0121 303 1888 or, in the event of a concern out of hours, we contact the emergency duty team on 0121 464 9001.

This policy will be reviewed biannually and whenever significant changes to the

systems and arrangements take place.

### APPENDIX A

Date

Dear \_\_\_

**Late collection**

On…..…………………(day and date), your child(ren) …………………… were not collected/ received at the end of the school day, and we were unable to contact you or your named carer(s). As a result, in order to safeguard and promote the welfare of your child(ren), we implemented the ‘procedure for dealing with children not collected/received at the end of the school day’.

This procedure, which has been agreed by our school, Children’s Services, the Police and the Birmingham Safeguarding Children Board, involved us contacting Children’s Services in order that arrangements could be made to ensure your child was safe.

I hope that the reasons for your child not being collected are not serious. It is important that this situation does not arise again. Therefore, please come to school on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at \_\_\_\_\_\_\_\_\_\_ to meet with \_\_\_\_\_\_\_\_\_\_\_\_\_.

If you wish to find out what action was taken by Children’s Services, you can contact them on 0121 303 1888 for further information.

Yours sincerely

### APPENDIX B

**TERM TIME HOLIDAY/TRAVEL/EXTENDED LEAVE REQUEST FORM**

|  |
| --- |
| Name of Child: Date of Birth: |
| Name of Parent carer/s: |
| Current address:Telephone Number/s:Email address: |
| Leaving date: Planned return date: |
| Reason for holiday/travel/extended leave request: |
| [Where relevant]Country of destination: |
| Destination address:Contact Number whilst away: |
| Who is the child travelling with? |
| *Where travel abroad is booked, a copy of outgoing and return flights must be shown or emailed.* |
| *Notes from Birmingham City Council Parent Declaration Form:**Periods of extended leave – 4 weeks or more: The maximum paid absence for a child from a provision when claiming EEE funding is four consecutive weeks. If you choose to remove your child for four weeks or more, funding will not be paid for that term and you may be charged by your provider for any sessions you have attended.* *If you choose to remove your child for four weeks or more, your child may lose their place at the setting.* |
| Printed Name of Parent/s or Carer/s: |
| Signature of Parent/s or Carer/s:  |
| Date form completed: |

PTO

**FOR OFFICE USE ONLY**

|  |
| --- |
| **FLIGHT DETAILS PROVIDED** |

|  |  |
| --- | --- |
| Outbound flight airport: |  |
| Date and time of outbound flight: |  |
| Outbound destination (and arrival time): |  |
| Inbound flight airport: |  |
| Date and time of inbound flight: |  |
| Inbound destination (and arrival time): |  |

|  |  |
| --- | --- |
| Leave agreed by: |  |
| Position at school: |  |
| Signed: |  |
| Date: |  |