

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development. Empowering them to reach their full potential



Sticky Fingers Pre-School
Newlands
% Newlands Primary School
Windermere Avenue
Millbrook
SO16-9QX
023 80764499
07442379780

Sticky Fingers Pre-School
Redbridge
% Redbridge Primary school
Studland Road
Millbrook
SO16-9BB
02380 764717
07726772381

Sticky Fingers Pre-school
Tanners Brook
% Regents Park Community
centre
Elmes Drive
Millbrook
SO15-4PF
07871880785

Sticky Fingers Pre-school
Spring road
% 14th Itchen Scout hut
Spring road
Sholing
Southampton
SO19-2NZ

<https://www.facebook.com/stickyfingerspreschool>
info@stickyfingersps.co.uk

06 Safeguarding children, young people and vulnerable adults procedures

06.05 Uncollected child

Parents are asked to provide the following specific information when their child enrolls at the setting, which is recorded on our Registration Form:

- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
- Place of work, address and telephone number (if applicable).
- Mobile telephone number,
- Names, addresses, telephone numbers and the relationship to the child of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child,
- A password for communications with the setting.

On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they provide us details of the name and a description of the person of the person collecting. The parent will give this person a password that is different to the password that they chose when registering their child, and agree this with the setting. This information will also be logged on CPOMS.

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.

- The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
- The designated lead is informed of the uncollected child as soon as possible and attempts to contact the parents by phone.

Keeping children safe in Education 2024 -

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

Working together to safeguard children 2023-

https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

HIPS - <https://hipsprocedures.org.uk/>

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- If the parents cannot be contacted, the designated lead uses the emergency contacts to inform a known carer of the situation and arrange collection of the child.
- The child stays at the setting in the care of two of our fully-vetted workers, one of whom will be our manager or deputy manager until the child is safely collected either by the parents or by a social care worker, or by another person specified by social care.
- We ensure that the child is not anxious, staff will distract the child through play and we do not discuss our concerns in front of them.
- After one hour, the designated 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. Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
- The designated lead should arrange for the collection of the child by social care. Where appropriate the designated 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.

Following the child being collected from the setting:

- Staff make a record of the incident on CPOMS. A record of conversations with parents should be made, staff members present and time logs, along with the actions taken including 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 to agree a plan to improve time-keeping and identify any further support that may be required. Depending on circumstances, we reserve the right to charge parents for the additional hours worked.

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