



# Preschool Trips and Outings Policy

Gainsborough Primary  
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## What does 'Uncollected Child' mean?

In the event that a child is not collected by an authorised adult (16 years and over) at the end of a session/day, Preschool puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

## Procedures

Parents of children starting at the setting are asked to provide the following specific information which is recorded on our Registration Form:

- o Name, surname and home address
- o Place of work, address and telephone number
- o Three names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the setting
- o Name of a person who has parental responsibility for the child
- o On occasions when parents are aware that they will not be at home or in their usual place of work, they should inform us in writing of how they can be contacted
- o On occasions when the parents or the persons normally authorised to collect the child are not able to collect the child, they should provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child (for example, a password system)
- o If parents are unable to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number
- o In the event that children are not collected from the setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises we will apply our child protection procedures as set out in our safeguarding children and child protection policy

## Non collection at the end of a session

If a child is not collected at the end of the session/day, we follow the following procedures:

- o The child's file is checked for any information about changes to the normal collection routines
- o If no information is available, we will attempt to contact parents/carers using all contact numbers provided
- o If this is unsuccessful, we will attempt to contact those adults who are authorised by the parents to collect their child from the setting and whose telephone numbers are recorded on the Registration Form
- o All reasonable attempts are made to contact the parents or nominated carers
- o The child does not leave the premises with anyone other than those named on the Registration Form or in their file

## Non collection after one hour

If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the following procedures for uncollected children:

- o We contact our local authority children's social services care team
- o The child stays at the setting in the care of two workers until the child is safely collected either by the parents or by a social care worker
- o Social Care will attempt to find the parent or relative. If they are unable to do so, the child will be looked after by the local authority
- o Under no circumstances should staff go to look for the parent or take the child home with them
- o A full written report of the incident is recorded in the child's file

**Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.**

<b>Policy written:</b>	April 2020
<b>Amended/Updated:</b>	July 2025
<b>Adopted by Governing Body:</b>	April 2020
<b>Review date</b>	July 2027

**The Federated Governing Body has reviewed this policy with careful consideration of our approach to equalities as outlined in the Equalities Policy, January 2020.**

We would like to acknowledge the work of other colleagues in drafting this policy. We have drawn on a range of sources including policies from other schools, good practice guides, published schemes and LA and Statutory guidelines where appropriate.

