

UNCOLLECTED CHILD POLICY

Aim

The safety of children in our care is our first priority.

Methods

We will stay with a child for as long as is reasonably acceptable. If for any reason a parent or nominated person (these must be listed on the Registration Form) cannot collect a child at the agreed time then the following procedure will be put into place.

Parents should let the pre-school know, at the earliest opportunity, if they are going to be late and ensure the pre-school knows what they wish the staff to do.

If a child is left with the staff at the end of a session and no notice has been given, then the following process will be put in place:

1. After 15 minutes we will start to contact the nominated people given on the Registration Form to see if somebody can collect the child. If someone other than the parents can collect the child we will ensure the parents know the whereabouts of their child.
2. If after 30 minutes of the session ending we still have the child then we will contact the local Police/Social Services and take guidance from them on how to proceed. This will only happen if we cannot contact the nominated person and we have not heard from the parents.

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school.....