

## **POLICY AND PROCEDURE FOR AN UNCOLLECTED CHILD IN NURSERIES AND FOUNDATION AREAS**

To prevent an incident of a child not being collected, parents are advised of the following:

1. The times of opening
2. That should a delay occur, the parents must contact the school/nursery and give an expected time of collection.
3. That there is a lateness fee
4. Contact details of the school/nursery
5. That the alternative contact details given to the school/nursery by the parents at registration will be called if the parents do not make contact.

### **PROCEDURE**

In the event of a child not being collected on time, the following procedure will be followed:

1. Two members of staff will remain with the child until collected.
2. The Manager or deputy may allow for a delay of 10 minutes and will then call the parents.
3. If contact cannot be made with the parents, the Manager or deputy will call the alternative emergency number on the child's registration form.
4. An incident report is started at this point to record what occurs and the procedures followed.
5. Staff will stay with the child and continue to attempt to make contact with the parents or emergency numbers.
6. Staff will care for the child and wait for a response to their calls until 6 pm.

Social Services can then be called to care for the child if still not collected and they will arrange collection and suitable care. Calling Social Services would be very much a last resort.

Social Services Contact Number for West Sussex is: 01403 229900  
Out of Hours contact number for West Sussex is: 033 0222 6664

Police contact number is: 101

7. Contact details would be passed on to Social Services and messages left for the parents on answerphones if possible. A sign with all the relevant contact details would also be left on the door of the nursery/school.

Written in September 2012 for Greenfields Educational Trust.  
Reviewed by Veronica Tupholme, Trust Management for Academics & Standards  
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