



## **Uncollected Child Policy**

To ensure the safety of all children in the nursery and to ensure the nursery meets its registration criteria with the CIW, we will work to the procedures as set out below for any child that is not collected by the close of the session:

- No child will be left unattended if their parent/carer has not arrived to collect them by the end of the session and two members of staff will supervise the child
- Every effort will be made to contact the parent/carer or emergency contacts on the child's contract
- Children will not be released into the care of any person without the permission of the parent/carer. However, in an emergency, a telephone call from the parent/carer stating that another adult will collect the child will be accepted provided that an accurate description of the adult is given and that the adult can give proof of their identity
- If all attempts fail, the child will be kept at the nursery premises for one hour after the close of the session, waiting for him/her to be collected. After this time staff will inform the nursery manager Donna Rix who will then contact Social Services who will be responsible for deciding what action is now required
- A record will be kept of all children who are not collected on time. This will give the date and time of collection and the name of any person collecting the child and a copy given to the parents/carers
- Where this happens on more than one occasion, there will be a discussion with the parent/carer to emphasis the importance of collecting the child on time
- The parent/carer will be charged additional fees if a child is collected after their session has ended.