



## PROCEDURE FOR A CHILD WHO HAS NOT BEEN COLLECTED

For every child we have a list of people who may or may not be allowed to collect him or her from nursery school. In the event of a child being left in school for more than ten minutes after the end of the session the following procedure will be implemented.

- Staff should check the Authorisation for Collection Form at the back of the register, to see if there is any change in the person collecting the child. A phone call will be made to the appropriate person either at home or on their mobile phone.
- If there is no reply a message will be left if possible and any alternative mobile or work number contacted.
- If we are unable to reach the first contact person we would then try all alternative authorised adults in the order that parents have given us
- We would stay with the child for as long as necessary until an authorised adult has been found
- It is inappropriate and unacceptable for any member of staff to take a child to their home. In exceptional circumstances where a parent or carer asks for the child to be brought home we will do so but only if it is possible for two members of staff to accompany the child.
- If for any reason none of the authorised contacts are available we would (if this occurred during the normal office hours) contact our local social services office 01403229900 and/or 01243642555 if the child has a designated social worker
- Outside the normal office hours we would ring either emergency social services 01903 694422 or the local police 0845 6070999
- A full written report of the incident will be recorded and filed and Ofsted will be made aware if social services or the police are contacted.

