

Procedure for dealing with uncollected children

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

- The signing in/collection record is checked for any information about changes to the normal routines.
- If no information is available, parents/carers are contacted at home or work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the pre-school – and whose telephone numbers are recorded on the child's registration form – are contacted.
- All reasonable attempts are made to contact the parents/carers.
- The child stays at pre-school in the care of two fully vetted workers until the child is safely collected.
- If no-one collects the child and the premises are closing or staff are no longer able to care for the child, we apply the procedures set out in our child protection policy.

This procedure was adopted at a meeting of Great Tew Pre-School

Held on _____

Date to be reviewed _____

Signed on behalf of the management committee _____

Name of signatory _____

Role of signatory _____