

# Uncollected Children

*"Our Nursery has the highest regard for the safety of the children in our care - from the moment they arrive to the moment that they leave."*

At the end of every session, the Nursery will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures policy. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, carer or designated adult is late in collecting their child, the Duty Manager will be informed.
- The Manager will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a period of 30 minutes has elapsed, the Manager will call the local childrens services department for advice.
- In the event of the childrens services being called and responsibility for the child being passed to a child protection agency, the Manager will attempt to leave a further telephone message with the parent/carers or designated adults' answer phone. Furthermore, a note will be left on the door of the Nursery's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local social services department.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the Nursery's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.
- The child will remain in the care of the Nursery until they are collected by the parent, carer or designated adult, or alternatively placed in the care of childrens services.

November 2015

Revised 2016

Revised 2017

Revised 2018

- Incidents of late collection will be recorded by the Manager and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a fine of £15.00 for every 15 minutes entered into or the loss of their child's place at the Nursery.

November 2015  
Revised 2016  
Revised 2017  
Revised 2018