Rowley View Nursery School
Uncollected Children Policy

Procedure to follow when children are not collected.

If a child is not collected by fifteen minutes after the end of the session, we follow the following procedures:

- If it is lunchtime child is taken to lunch club and parent charged according to the fees.
- The child's file is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting and whose telephone numbers are recorded on the Registration form are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact our local authority children's Social Care team through MASH.
- The child stays at setting in the care of at least two members of staff until the child is safely collected either by parents or by a Social Care worker.
- Social Care will aim to find the parent/relative. If they are unable to do so, the child will become looked after by local authority.
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them.

A full written report of the incident is recorded in the child's file including a written record of all attempts to contact the parents/guardians and a log of all other calls and responses.
The incident will be recorded on CPOMS.

Walsall Children's Services will be contacted:
MASH On **0300 555 2866**

Out of hours
Emergency Response Team on
0300 555 29225 or 0300 555 2836

Signed _____
(Chair of Governors)

Date _____

Feb 25