![MC900057619[5]]()

Mucky Pups Pre-School

Uncollected child procedure

Aim

The aim of this policy is to ensure that both staff and parents are aware of the procedure that will be followed if a child remains uncollected from the setting and to ensure that both parties are informed.

It will ensure that the safeguarding of both staff and children remains paramount and is adhered to correctly.

***Children are expected to be collected by a parent or carer promptly at the end of their allocated session. This would be by 1.00pm for a morning session and by 5.30pm for an afternoon session.***

**Specific time scales:**

15 minutes after a child should have been collected; the Manager/Deputy Manager will attempt to contact the child’s parent/carer.

30 minutes after a child should have been collected, if parents cannot be contacted; the listed other contacts on the child’s registration form will be contacted.

1 hour after the child session should have ended, if nobody on the child’s registration form can be contacted; Social services will be contacted.

* If children have not been collected a reasonable length of time after the session, they are booked in for has finished the Manager/Deputy Manager should try to contact the child’s parents/carers. If the child’s parent/carer is not able to be contacted the Manager/Deputy Manager will attempt to contact the emergency contacts listed on the child registration form. If these measures fail social services will be contacted and their advice will be followed.
* If the child has been left after the time the nursery should close at least two members of staff will stay with the child at all times and will comfort and reassure the child. These members of staff will remain with the child until they are either collected by their parent/carer or social services arrive to take care of the child. Food and drink will be provided if appropriate. If the child is left after a morning session the child will stay in the setting with the rest of the children and will be able to join in with activities. This may involve bringing in additional staff.
* Parents are responsible for any additional costs incurred by the setting and will be invoiced accordingly.

**Children will never be permitted to leave with a member of staff.**

Date procedure adopted:2nd September 2019 Date for review: 2nd September 2019

Signed: Position: Manager