



Non Collection of Children Policy

This nursery will work closely with parents to meet the needs of parents and children to ensure that, among other needs, we provide a service which meets parents needs for childcare.

However, if a child is not collected at the expected time the following actions will be taken:

The Nursery staff should inform the Teacher in Charge of YPC

The child should continue to be cared for as usual and every effort should be made to make sure the child is not upset by the situation.

It is the responsibility of nursery staff/Teacher in Charge of YPC to use all contact numbers to contact a member of the family.

If, after one hour the parent has still not arrived and staff have been unsuccessful in contacting anyone using any other contact numbers, it may be necessary to contact Social Services and take their advice.

Everyday nursery staff will clarify who will be picking the child up, if the person collecting the child changes, it is the parents' responsibility to contact nursery giving name and description of the person. The person collecting the child will also be asked for the security password. If An unexpected person comes to pick up the child, nursery will not let the child go until confirmed by the parent.

Parents are always made aware of the procedure to be followed in this situation, on the home visit or prior to the children starting.

If a child is late or not collected this will be recorded on their file by the nursery staff.

NB the vast majority of time the mums will be on site

Completed: January 2018

To be reviewed: January 2019

Name of Child.....

Name of Parent/ Carer.....

I am aware of the procedure if my child is not collected

Signed..... Date.....