

Millfields Nursery school Community services

UNCOLLECTED CHILDREN POLICY

PROCEDURE TO FOLLOW WHEN CHILDREN ARE NOT COLLECTED

- There will always be at least two members of staff on duty.
- Telephone contact numbers on child's data collection sheet starting with parent/carers then telephone all other numbers on the sheet.
- Stay with the child and give the child comfort and reassurance at all times. A light snack and drink may be given to the child.
- If a morning child is not collected by 11.40 and an afternoon child by 3.25 pm then they will go to lunch club or tea club
- Parents will be charged (at Heads discretion) for late collection in line with our late collection fees.
- Continually attempt to contact all numbers on the child's data collection sheet throughout the procedure
- If no progress is made in contacting the parent /carer or any other contact details on the child's data collection sheet after one hour, staff will inform the duty officer at the local social services office on 01922 658170 or out of hours 0300 555 2922 .The situation will then be discussed and the relevant action will be taken i.e. Walsall police station will be contacted.

Signed \_\_\_\_\_

(Chair of Governors)

September 2023