

Sandbank and Valley Nursery Schools Federation

Uncollected Child Policy



April 2023



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(ren) and give the child(ren) comfort and reassurance at all times.
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- If a morning child is not collected by 11.50 then they will go to lunch group. Parents will be charged for lunch club.
- Continually attempt to contact all numbers on the child(ren'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(ren'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.

