

Sandbank and Valley Nursery Schools Federation

Uncollected Child Policy



September 2024



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Uncollected Child Policy

Procedure to follow when children are not collected at the end of their session

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.

Staff will stay with the child and give the child comfort and reassurance at all times.

If a morning child is not collected by 11.50 then they will go to lunch group. Parents will be charged for lunch club and afternoon session if not collected before 12.30pm.

If an afternoon child is not collected by 3.50pm the parents will be charged at a session rate.

There will be continually attempts to contact all numbers on the child's data collection sheet throughout the procedure

If no response a member of staff will go to the address of the child and attempt to locate the parents or carer

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 MASH **0300 555 2866**

The situation will then be discussed and the relevant action will be taken i.e. Walsall police station will be contacted.