



UNCOLLECTED CHILDREN PROCEDURE

Procedures for when a child is not collected from the Pre-school at the end of a session:

1. A member of staff will use the emergency contact numbers and the numbers in the admission file to try to contact the parent/carer or other emergency contact.
2. If the parent/carer cannot be contacted in this way, the address of the parent/carer will be taken from the emergency information, and if local, a member of staff will go to the address to see if the parent/carer can be contacted there.
3. Two members of staff will wait with child. If, after 30 minutes they are still unable to contact the parents/carers, Social Services will be contacted, and advice followed by staff.

**Social Services Duty Officer number 08453302967
(08457626777 out of hours)**

5. After the incident, Ofsted will be informed in writing. Policies and procedures will be looked at and revised accordingly.

This policy was adopted at a meeting of River Pre-school Playgroup, held on:

_____ (date)

Signed by the chairperson on behalf of the pre-school

Justin Simpson