

Non Collection Policy

In the event that a child is not collected by an authorised adult at the end of the day/session, the nursery will put into place agreed procedures. These ensure the child is cared for safely by an experienced qualified practitioner who is known to the child.

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We will inform Parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

If a child is not collected at the end of the nursery day/session we will follow the procedure below:

- We will telephone all relevant contacts on the child's Registration form.
- We will wait one hour before taking further action.
- We will then contact children's social care on 03450455203 or Emergency Duty Team 01733234724 (out of Hours) for advice and to make arrangements to care for the child.

Please allow plenty of time when collecting your child and if you are going to be late, please telephone ahead and let us know.

Please advise us of any changes to the contact numbers given when enrolling your child.

Reviewed on 23/1/23

Signed: - R.Brand

Review date: - 23/1/2024