

Little Bears Pre-school

Uncollected Child Policy

Purpose

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of a school day, and guidance for parents in the event of them being late/unable to collect their child.

Aims

To keep children safe.

To ensure that all members of the school community are aware of the correct procedures for the end of the Pre-school session / day.

To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

Policy

Children will only be released to their parent/carers or nominated representative.

If at the end of the session no one has come to collect a child, the manager in charge and another member of staff will remain with the child and implement the following procedures.

1. Try a home, mobile or work number of parent/carers
2. Try other contacts authorised to collect the child as listed on the admissions form.
3. If it is not possible to contact parent/carers or another authorised adult, reassure the child and continue to try contact numbers at 5 minute intervals.
4. After 45 minutes and no contact has been made with parent/carers or other authorised adult, the manager will contact Mash team Tel [0345 155 1071](tel:03451551071) and report that there is a child not collected.

Dated adopted.....Signature of CIO chair.....

Little Bears Pre-school, Shebbear community school
Shebbear, Beaworthy, Devon.
Tel 01409 282856