



Non-Collection of a Child Policy

If a child is not collected at the end of the session, we, the staff will follow procedures set out below.

- Parents / carers are contacted at home, work, or through family members
- All reasonable attempts will be made to contact the parents / carers by phone.
- If this is unsuccessful, adults who are authorized by the parents, and whose contact numbers are recorded on the registration form will be contacted.
- If a named person cannot collect the child, a password will be needed before the child will be allowed to leave.
- The child will remain at the pre-school in the care of two members of staff until the child is safely collected.
- The child will not be allowed to leave the premises with anyone other than those named on the registration form unless an emergency arises.
- If a child is not collected and the Pavilion is due to close, a member of staff will be

If staff cannot contact any member of the child's family after applying the above procedures, staff will apply the procedures set out in our Safeguarding Policy.

1. Careline will be contacted. Telephone No. 233 3700
2. A full written report of the incident will be recorded
3. Parents / carers will be charged for the additional time worked by staff

This policy was reviewed in January 2024

This policy will be reviewed annually or on a need to do basis.

Signed by the Pre-School Committee:

Signed by the Pre-School Manager: