

CHILD NOT COLLECTED POLICY

In the event that the designated person fails to collect the child they are responsible for the Manager should follow the following procedures:

- Telephone the parent's / carer's home and / or work telephone numbers informing them of the situation and asking them to collect their child immediately.

Failing making contact with them:

- Telephone the emergency contact's home and / or work telephone numbers informing them of the situation and asking them to collect the child immediately.

Failing making contact with them:

- As we are a small village nursery telephone other parents / carers who may know the whereabouts of the missing parent / carer.

Failing obtaining any information:

Wait with the child on the premises for 2 hours, continually repeating the above procedures.

At all times two members of staff need to be with the child.

At all times keep the child calm, secure and occupied.

After 2 hours. Call **Social Services Area Child Protection Unit Telephone: 01768 242200**

Parents of the child must be informed of the events and the way in which they were resolved.

Record the incident