



UNCOLLECTED CHILD POLICY

If a parent/carer fails to collect their child or let us know they are going to be late by the time Grassroots Day Nursery closes, then the Supervisor on duty will try to contact them by using the telephone numbers provided. If contact cannot be made, then the Supervisor will stay with the child at the nursery. The Supervisor will continue to try and make contact with the parent/carer.

If the parents/carers are in contact with the nursery and going to be excessively late parents should be advised to seek alternative arrangements to collect their child. If alternatives are not made and the parents are excessively late Local Safeguarding Children's Board will be contacted.

If the child has not been collected or the parent/carer contacted by 7pm then the Supervisor will contact the duty desk at Local Safeguarding Children's Board. The Supervisor will then follow the advice and instructions given to them by Local Safeguarding Children's Board.

GRASSROOTS DAY NURSERY WILL EXERCISE RESPONSIBILITY IN THE ABSENCE OF THE PARENT AND TAKE ACTION IN AN EMERGENCY TO PROTECT THE CHILD.

SignedProprietor

Signed.....Manager

To be updated 1/11/2017 or before if required