



**Grassroots**  
Day Nursery

Your child's gateway to great things ahead

# UNCOLLECTED CHILD

## Procedure

---

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 person in charge will try to contact them by using the telephone numbers provided. If contact cannot be made, then the person in charge and one other staff member will stay with the child at the nursery. The person in charge will continue to try and make contact with the parent/carer.

If the parents/carers are in contact with the nursery and are 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.

The late collection fee will be added to the next month's invoice (see Late Collection Policy).

If the child has not been collected or the parent/carer contacted by 7pm, then the person in charge 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.**

Policy/Procedure name: <b>Uncollected Child Procedure</b>	
Publication Date: <b>April 2024</b>	Date for Review: <b>April 2025</b>
Signed: ..... (Proprietor/Manager)	
Signed: ..... (Deputy Manager)	