

## UNCOLLECTED AND LATE CHILDREN POLICY

At St Paul's Nursery School, the Child's welfare is of paramount importance and incidents of children not being collected or collected late are taken seriously. Parents are informed of the Nursery Opening Times and are advised to contact us as soon as possible if they are delayed or unable to collect their child. The contact numbers are 01306 643378 and 07913 467703.

In the event that a child is not collected by an authorised person at the end of a session we will put into practice agreed procedures. These ensure that the child is cared for safely and that the child receives a high standard of care in order to cause as little distress as possible.

This is to safeguard the children and check on the parent/carers' well-being.

### Procedure for uncollected or late children

- Parents/Carers of children starting at the setting are asked to provide the following specific information which is recorded in our registration form:
- Home address and telephone number, or alternative numbers if no phone held.
- Mobile numbers
- Names, addresses and telephone numbers of adults who are authorised by the parents/carers to collect their child from the setting (Child minders, Grandparents, known friend etc.)
- Those who have parental responsibility for the child.
- Information about any person who does not have legal access.

If a parent/carer contacts Nursery and advised them of their delay, the information will be shared with relevant practitioners and the expected time of arrival will be noted.

### If a child is not picked up at the end of the session:

Checks will be made with all staff to ascertain whether alternate collection arrangements have been made verbally.

The child will stay in the care of two fully vetted practitioners at all times, one of which must be paediatric first aid trained.

The Nursery will contact the Parents/Carers on the numbers given on the registration form.

If this is unsuccessful, the local emergency contact provided on the registration form will be called.

All contacts, with written permission from parents/carers on the registration form will be contacted.

All reasonable attempts are made to contact parents or nominated carers.

The child does not leave the premises with anyone other than those named on the Registration Form or Collection Form.

St. Paul's Church, St. Paul's Road West  
Dorking, Surrey, RH4 2HT  
Telephone: 01306 743378  
Email: info@stpaulsnursery.org.uk

St. Paul's Church Nursery School



If no one collects the child after half an hour, we contact our SCC Children's Services/Local Authority children's service care team on 0300 123 1620 (after 5pm EDT Emergency Duty Team) to contact a Social Worker.

The Family Safeguarding Hub on 0300 470 9100  
(or Area education officer 01737 737960/07976 924186, or  
Duty Emergency Planning office (24hr) 07831 473039)

The Child will stay in the setting with two DBS checked practitioners until the child is either safely collected by a parent/ carer/ next of kin or by a social care worker.

A full written report of the incident is recorded in their file.

Depending on the circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

**This policy was adopted at a meeting of St. Paul's Church Nursery School Committee and is reviewed on a three-year cycle in line with the School Development Plan.**

Signed on behalf of the Management Committee \_\_\_\_\_

Signed on behalf of the Nursery: \_\_\_\_\_ Date \_\_\_\_\_

Signed on behalf of the Management Committee \_\_\_\_\_

Signed on behalf of the Nursery: \_\_\_\_\_ Date \_\_\_\_\_

Review Date \_\_\_\_\_