

DOUGLAS VALLEY NURSERY SCHOOL

Policy	Non Collection of Children Policy
Date reviewed:	9 th October 2023
Next review:	Autumn term 2025

Parents must inform the school if they are going to be late.

In the event of a child not being collected by the end of the session, a member of childcare staff will care for that child until the carer arrives, or until 5.00pm maximum, whichever comes soonest. A senior member of staff will also remain on the premises until the situation is resolved.

During this period every effort will be made to contact the parent/carers or the designated emergency contacts as detailed by the parent/carers on the child's registration form.

In such cases it is important that the child remains in a supportive, reassuring atmosphere while staff members are following the procedure for contacting the parents of the child.

Should the school be unable to resolve the situation satisfactorily, contact will be made with Social Care at 5.00pm

In the event that a member of the senior leadership team is not on site, and a child has not been collected by 5.00pm. the senior member of staff must contact a member of the senior leadership team who will return to the school if necessary.

