



PARENTS FAILING TO COLLECT A CHILD

In the event of a parent failing to collect a child from nursery, every effort will be made to get in touch with the parent. The Nursery Manager will try all of the contact numbers stated in the child's personal records. The aim in this situation will be to make the parent/ carer aware that their child has not be collected from Nursery.

A member of staff will stay with the child on the premises until they are collected by an authorised carer. If we are unable to contact a parent/carers and/ or the parent/carers is not within a short distance away, social services will be called to take over responsibility for the care of the child.

Please see 'Missing child policy' for the nursery policy and procedure for a lost child

Policy Adopted by St Pauls Walden Nursery

Signature

Signature

Review Date

March 2017

Position: Committee Chair

Position: Manager

March 2018