



VENN BOULEVARD NURSERY

UNCOLLECTED CHILD POLICY

Reviewed By	Approved By	Date of Approval	Version Approved
Claire Goodaire	Venn Academy	Sept 2021	1.1
Gill Brigham	Venn Academy	Sept 2023	1.2

Policy Statement

In the event that a child is not collected by an authorised adult at the end of the session we will put into practice the agreed procedures. To ensure the child is cared for safely by our staff in order to cause as little distress to the child as possible.

Procedures

- Parents/Carers are asked to complete a registration form before their child starts Nursery which clearly states the named adults who can collect the child and the relevant contact details. Parents/carers are asked to inform us of any changes to these details.
- On occasions when the parents/carers or other named adult cannot collect the child, they must provide written details of the name, address and phone number of the person who will be collecting the child, or telephone us with these details. This will be a password.
- Parents/carers are asked to inform us if someone different is collecting their child.
- If a child is not collected at the end of their session, we use the following procedures:
 1. The child's file is checked for any information about changes to the normal collection routine.
 2. Parents/carers will be contacted in the first instance and if this is unsuccessful all authorised persons stated on the child's registration form will be contacted. When it is deemed that all reasonable attempts have been made to contact any authorised person to collect the child and this has been unsuccessful the school will need to apply the procedure for uncollected children.
 3. We contact our local authority children's social services care team.
 4. The child will stay in the care of two staff until the child is safely collected either by the parent/carer or by a social worker.
 5. A full written report of the incident is recorded in the child's file.

Written by: Claire Goodaire & Gill Brigham

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