

Little Tanglewood and Tanglewood Nursery School

"Using the EYFS curriculum we aim to provide a broad and balanced learning environment to enable children to develop socially, culturally, emotionally, intellectually, physically, spiritually and morally. We aim to ensure that every member of the school community reaches his/her full potential and is regarded as being of equal worth, irrespective of race, age, gender or ability."

Uncollected Children Policy & Procedures

Date created: Autumn 2016

Tanglewood Nursery School Uncollected Children Policy & Procedures

Our Nursery has the highest regard for safety of the children in our care – from the moment they arrive to the moment they leave.

Requirements of parents/carers:

Parents/carers are asked to provide and keep up to date the following specific information which is recorded on our admission forms:

- Home address, telephone number and mobile number
- Work telephone number
- Email address
- Names, addresses and telephone numbers of adults who can be contacted in an emergency

At the end of every session, we will ensure that all children are collected by a parent, carer or designated adult. If for some reason a child is not collected at the end of a session, the following procedures will be activated:

- If a parent, carer or designated adult is more than 10 minutes late in collecting their child, the Headteacher or, in their absence, a senior teacher will be informed.
- The child's parent, carer or designated adult will be called. We will use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by a member of staff who will offer them activities and as much support and reassurance as is necessary. If they are left at the end of the school day two members of staff will stay with the child.
- All reasonable attempts will be made to contact the parents, carers or other nominated adults. If 30 minutes have passed since the end of the session and no contact has been made, we will call Social Care for advice.
- Staff will act on the advice of Social Care.
- The child will remain on the school premises until Nursery staff are given alternative advice by Social Care. The child will remain in the care of the Nursery staff until they are collected by the parent, carer or designated adult or alternatively placed in the care of Social Care.
- In the event of Social Care being called and responsibility for the child being passed to a safeguarding agency, Nursery staff will attempt to leave a further telephone message with the parent, carer or designated adult's answer phone.
- Incidents will be recorded and discussed with parents/carers at the earliest opportunity. A full written report of the incident will be kept on the child's file. Parents/carers will be reminded that persistent late collection may result in the imposition of a fine.

Also see Little Tanglewood Fees and Refunds Policy and Tanglewood Nursery School Charging and Remissions Policy.

Social Care: 0345 603 7627