

St George's Central CE Nursery



Lancaster Avenue • Tyldesley • M29 8LN

T 01942 889779 E enquiries@admin.saintgeorgescentral.wigan.sch.uk

www.saintgeorgescentral.wigan.sch.uk

St. George's Central CE Nursery (Lancaster Avenue)

Uncollected Children Policy

St. George's Central CE Nursery (Lancaster Avenue) has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

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

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the manager will be informed.
- The manager will call the parent, carer or designated adult, and 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 at least two members of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with parent, carer or designated adult, and further period of 60 minutes has lapsed, the manager will call the Children's Duty Team on 01942 828300 for advice.
- In the event of these being called and responsibility for the child being passed to a child protection agency, the manager will attempt to leave a further telephone message with the parent/carers or designated adult's answer-phone.
- The child will remain in the care of the nursery until they are collected by the parent, carer or designated adult, or alternatively placed in the care of Children and Young People's Services social care and inclusion team.
- Should the child be placed in the care of Children and Young People's Services social care and inclusion team, a note will be left on the door of the nursery premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them on how to contact the local Specialist Assessment Team.
- Under no circumstances will a member of staff take a child to their own home, or away from the nursery premises, in the course of waiting for them to be collected at the end of a session.
- Incidents of late collection will be recorded by the manager and discussed with parents/carers at the earliest opportunity.

Developed by: Mr M Grogan/Ms S Naughton



Chair of Governors

Date: September 2017



Headteacher

Date: September 2017



Nursery Manager

Date: September 2017

'Never settle for less than your best'