

Little Trinity Ltd

Policy for Uncollected Children

The nursery staff has an obligation to stay with any uncollected child at the end of the day until that child is collected. Two members of staff will always stay with the uncollected child.

As part of Little Trinity Ltd registration procedure three named adults are authorised to collect a child.

The nursery will not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to give permission. The authorised person should give the name and password of the unauthorised person and the person in charge should check the details before permitting the child to leave.

A record is kept of all children who are not collected by the due time. This record notes the date and time the child is collected. Current end of session for Nursery children is 6pm.

In the event that a child is not collected and the nursery staff have not been informed by a parent/carers that they will be late, the following procedure will be followed:

- The staff will try to contact all authorised persons/ emergency contact numbers by telephone.
- The parent/carers will be charged £20 for children collected after 6pm.
- After a time limit of one hour the nursery staff will telephone the local Police on 101 and inform them of the situation.
- The Police will then take responsibility for the uncollected child and try to make contact with the parents/carers.
- Parents/carers will be informed of the procedures on registration of their child and will sign to say that they agree to abide by the policy.