

Oxclose Community Nursery School

Statement of Procedure when a parent fails to collect a child

If a parent fails to collect their child from the nursery / wraparound provision there must be a clear procedure in place which outlines what steps should be taken by the staff and the registered person in charge. Parent / guardians need to agree several things with the registered person in charge when their child is enrolled in the provision. Hours the child attends the provision must be agreed before the child can be left in the provision. The contact details of the parents / guardian, an emergency contact person and any other person designated to collect the child must be held by the provision.

In the event of a parent / guardian or designated person failing to collect a child, every effort must be taken by the registered person in charge to contact that person as soon as possible. If none of the nominated [persons can be contacted then the designated person will follow the child not collected procedure

Procedure:

- Staff will ensure the safety of the child at all times and endeavour to ensure the child is not made aware of the situation.
- Staff will exhaust all avenues and will go to great lengths to contact parents / carers / emergency contacts.
- Staff will continue attempts to make contact over a thirty minute period of time after the closure of the nursery.
- Two members of staff must remain with the child during this period.
- If staff fail to make contact with any of the named people on the register form, the senior member of staff will contact the police on 101. The police will make the decision whether to contact the duty social care team and instruct staff what to do.
- Contact lists for all social care locality teams are listed in the Headteacher's room
- If the parent, guardian, care cannot be found the duty social worker can arrange for the child to be placed temporarily with foster parents until the situation is resolved.