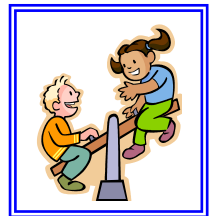




St Paulinus Pre-School

St Paulinus Centre,
Hillcrest Road,
Marlpit Hill,
Edenbridge,
TN8 6JS



Uncollected Child Policy and Procedure

Policy statement

In the event that a child is not collected by an authorised adult at the end of a session, we ensure the child is cared for safely by the Manager/Supervisor and a practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

Procedures

- Parents/Guardians of children starting at the setting are asked to provide the following specific information which is recorded on our Registration Form:
 - home address and
 - telephone number of both parents or carers and
 - an alternative contact.
- If a child is not collected parents will be contacted in the first instance, if no reply then the alternative contact will be contacted.
- Each child has a unique password and this will be required by the alternative adult collecting the child
- If no-one can be contacted to collect the child, we contact our local authority children's social services care team: Tel: 03000 411111
- The child stays at the setting in the care of two staff until the child is safely collected either by the parents/guardians or by a social care worker.
- A full written report of the incident is recorded in the child's file.
- A charge for each 15 minutes that passes will be invoiced to the Parent/Guardian.