

TUDHOE MOOR NURSERY



Uncollected child Policy

Introduction

The staff and Governors of Tudhoe Moor Nursery accept the importance of securing the safety and well-being of every child who, for whatever reason, is uncollected from the nursery setting.

Scope

The policy statement relates to all children attending the school regardless of race, gender, religious belief or affiliation, physical ability and social or cultural background.

Definition

The staff and Governors of Tudhoe Moor Nursery recognises that any child who is not collected from the setting, within reasonable time limits, should be allowed to feel happy, safe and secure until such time that they are collected by an appropriate adult.

Rational

Tudhoe Moor Nursery believes that the welfare of the child is of paramount importance at all times.

Entitlement

The children at Tudhoe Moor Nursery have the right to feel safe, secure and happy at all times. In the case of an uncollected child the staff will :-

Aim to ensure that the child is at no time made aware of the situation.

ring all contact numbers after 15 minutes have elapsed.

continue to try all contact numbers, every 15 minutes until

45 minutes have elapsed since the end of the school session

If staff are unable to establish a contact after 45 minutes, and have received no message from parents/carers, First Contact will be called **to seek advice**.

Under no circumstances will staff take a child home, or to the home of a member of staff. The child must remain in the nursery building until he/she is collected by an authorised adult or placed in the care of First Contact.

If the child is placed with the Child Protection Agency staff will again attempt to contact parents/carers, leaving a message where possible explaining what action has been taken. Before leaving the nursery, staff will place a notice on the window near the entrance stating the parents name and the telephone number **only** for them to contact. Staff will take details of contact numbers and will continue ringing from home until contact is made.

Parents/Carers will be made aware that persistent late collections will be recorded and that further action will be taken.

Requirements

Tudhoe Moor Nursery staff and Governors are aware of the right to protect the welfare and well-being of any uncollected child.

Conclusion

Tudhoe Moor Nursery is committed to implementing the above policy in order to provide appropriate care for its young children.

Date of review:	February 2025
Agreed by:	Curriculum Committee
Date of next review:	February 2027