

NON-COLLECTION OF CHILDREN POLICY

In the event that a child is not collected from Dale House by 5.30pm, the following should happen:

1. The member of staff should inform the staff in charge/Senior Nursery Nurse and the Office Staff.
2. The Manager/Deputy should endeavour to contact members of the family/work contact numbers/leave messages, etc.
3. A member of staff would need to ensure that the child is settled and not over worried about the situation. Mrs Fletcher must be informed.
4. If after one hour the carer/parent has not arrived and the other contact numbers have not been helpful, the Office Staff will advise Mrs Fletcher who will inform staff of the next stage of action.
6. If a parent/guardian cannot be found the Social Services will be contacted. The child will be collected from the school by the Police and handed over to the Duty Officer of the Social Services. The child will then be taken to a place of safety overnight.
7. Parents should have the information on what will happen in cases of late collection of children at the school.

Signed:

Mrs S.M.G. Fletcher
Headmistress

Dated: September 2014

Review: September 2016