**Busy Bodies Child Care Centre Ltd**

**Health and Safety: Uncollected Child Policy**

All children and young people should be collected by their parent or identified carer at the appropriate time. We appreciate that there are times when parents /carers are unavoidably delayed and we will do our best to accommodate these occasions, but in the event of a child being uncollected at the agreed finish time we will put our uncollected child procedure into place. The setting will ensure that the child is kept safe and occupied.

**Procedure**

In the event that a child or young person is not collected from the nursery 5:45pm the following will happen:

* The nursery manager will be informed
* The manager should endeavour to contact members of the family / work contact numbers
* A member of staff would need to ensure that the child is settled and not overly worried about the situation.
* If after 1/2 hour the parent/carer has not arrived, and the other contact numbers have not been helpful, it may be necessary to contact social care and safeguards stay safe team.
* Advice would need to be taken from the assessment team on what should happen next.

Parents /carers should have the information on what will happen in cases of late collection of children and young people from nursery.

Parent /carers contact details are updated very six months or whenever a parent/carer gives a member of staff new contact details. Signs are on the main door encouraging parent/carers to give the setting their updated contact details. We have a range of contact details including mobile numbers, work and home. Parents /carers must provide at least three emergency contact details in case the parent /carer is unavailable.

This policy will be reviewed annually by all staff.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ……………………………………………….. Signed………………………………………………………

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