



# Bentilee Nursery School

## Policy for Uncollected Children

### Review date Autumn 1<sup>st</sup> half term 2022

At Bentilee Nursery School we engage with new parents from the earliest possible time once the Admissions department has confirmed the new cohort. This means that from April/May before the families join us in September we are forming positive links with our new parents, becoming acquainted with any issues they may have including issues related to attendance and punctuality. We use various opportunities to reinforce good practice re punctuality at each end of the school day, highlighting how some young children can become very distressed if their parent/carer is late in collecting them. However, there may be occasions when this does occur. The following procedures are implemented on such occasions:

- The parent is contacted by telephone if possible, to ascertain expected time of their arrival to collect the child, or their alternate arrangements if they are unable to do so. Once contacted parents are expected to make immediate arrangements to collect their child in negotiation with the school senior staff.
- If we are unable to contact the parents we will then telephone their designated emergency contact persons (2) to assist in contacting parents or their availability to collect the child.
- Children will only be allowed to leave with persons nominated by the parent. (Password used)
- If we are unable to contact any nominated person, a member of staff will go to the child's home to find out if the parent/carer is unaware that their child has not been collected.
- However, should no adult be contactable within 2 hours of the end of the school day, the school will contact the local police and Social Care to ask for any relevant information on the family that they may have. The child will then be placed in the care of the Emergency team if parents/carers are still unable to collect or make arrangements for their safe supervision. Tel 235100
- The child will stay with school staff until an appropriate adult arrives to collect them.