



Strawberry Hill Pre-School

Procedure for Uncollected Children Policy

If a child is not collected within ten minutes, Strawberry Hill Pre-School will try calling the parents' contact numbers. Then we will try the emergency contact numbers.

During this time, we will continue to safely look after the child.

We will continue to try the parents' contact numbers and emergency numbers, but after a responsible amount of time, say one hour, from the original agreed collection time, we will then tell the local authority duty social worker.

Parent Signature _____ Date _____

Policy written on 19 November 2010 by Lisa Neagle

Reviewed on 8.9.11, 8.9.12, 8.9.13, 10.9.14

Next review date September 2015

All staff members to sign this policy to show that they have read, understood and agree with it.

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____