Nursery Days/Kids Days
Non collection of a child by the end of the day

In the event of a parent/carer or designated person failing to collect a child by the end of the nursery day (6.30pm), every effort will be made to contact that person as soon as possible.

1. The person in charge will firstly contact the parent/carer or designated person on their daytime contact number.

2. If none of these people can be contacted then the emergency/other person will be contacted.

3. If all attempts to contact a parent/carer, designated person or emergency contact fail then the person in charge will inform the local authority duty social worker.

4. It will be up to the duty social worker to take charge of the situation and decides what happens next.

This policy links to:

EYFS Unique story	1.4 Health and well-being
EYFS Positive relationships	2.1 Respecting each other

EYFS Statutory requirements – The provider must take necessary steps to safeguard and promote the welfare of children

ECERS-R and ITERS -	Personal care routines
Every child matters -	Stay safe

This procedure was adopted on September 2008

Signed_____

To be reviewed: 1st review 25th August 2009, 2nd review August 2010

NDNA
PROMOTING QUALITY IN EARLY YEARS