



Marsh Gibbon Pre-School

Uncollected Child Procedure

In the event that a child is not collected at the end of a session the following procedure will be followed: -

- Two members of staff will stay with the child at all times.
- A member of staff will try and make contact with someone by telephone using all the contact telephone numbers the Pre-School has for the child (including the two named emergency contact people designated by the parents).
- If staff are unable to contact anyone by telephone, two members of staff will stay with the child at the Village Hall whilst one member of staff walks/drives to the child's house to see if they can contact somebody, if feasible.
- If the above procedures fail, two members of staff will stay at the Village Hall with the child until they are collected. The Chairman will be informed. The contact numbers will be continually tried.
- The child is not to be released to any person other than who normally picks up the child, unless they are one of the emergency contact people or a change in person collection form has been completed or the parent has been contacted and they have given their permission to the Leader or Deputy for someone else to collect their child. In this event the parent's password would be asked for from the collector, before the child is released.
- If the child is not collected after 60 minutes the Police will be called. If they are unable to make contact with the child's parents/carers they will contact Social Services.
- No member of staff/committee is to take a child in their car.
- Marsh Gibbon Pre-School reserves the right to charge parents/carers for any overtime or additional charges that may be incurred.

[UNCRC Article Links:](#)

[Article 1,2,3,4,5,13 and 18.](#)

[Articles can be read at the front of this Policy and Procedure folder.](#)