

## Uncollected child policy

If a child has not been collected from the nursery, the following procedure will be followed:

- Parents/carers will be contacted after 15 minutes of due collection time
  - Late fees will be applied at the rate of £5/15 minutes after the end of the booked session.
- If the Nursery is unable to contact the parents/carers, they will contact the emergency names whose details are on the child's registration form
- If by 6pm the Nursery has failed to make contact with any of the above, they have a duty to inform the Police
- The Nursery staff will stay in attendance throughout, the child's welfare and wellbeing is paramount and the nursery staff will comfort and support the child
- Staff will record action taken including date, times, contact numbers, names of local authority staff