

## 1.2 A CHILD IS NOT COLLECTED POLICY

All children should be collected within 20 minutes of the session finishing. In the event that a child has not been collected within this time, a member of staff will attempt to contact the parents or the emergency contact number(s) on the Emergency Contact Form.

If the child's parents/carer or emergency contacts can still not be found, then the person looking after them should contact Social Services. The Manager is legally responsible to contact/report to Social Services for advice on duty of care of the child. What happens next is discussed between the pre-school and Social Services.

**This policy was adopted by:** Teddy Bears Pre-School

**On:** 19<sup>th</sup> February 2015

**Review date:** November 2016

**Signed on behalf of provider:** Signed 10<sup>th</sup> December 2015

**Name of signatory:** Karen Ashcroft

**Role of signatory:** Chair