

## **Birchfield Nursery School.**

### **Uncollected child policy and procedure.**

At Birchfield Nursery School we undertake to look after every child safely throughout the time that he/she remains in our care.

At the end of the session we ensure all children are collected by a parent, carer or by a designated adult.

We accept that there are times when parents genuinely have difficulty collecting a child from nursery and information on what to do on such an occasion is given to parents in the prospectus and at the new parents meeting. This includes, how to contact the school, how to let the school know if someone different is collecting their child and the use of passwords.

We ask parents to ensure there is an accurate and up to date record of contacts and telephone numbers for parents and carers as well as details of emergency contacts in the event the parent or carer is unavailable. This is regularly reviews and update to avoid delay in making contact with the parent or emergency contact if needed.

Should a child not be collected from school we would follow the Halton Safeguarding flow chart of procedures.