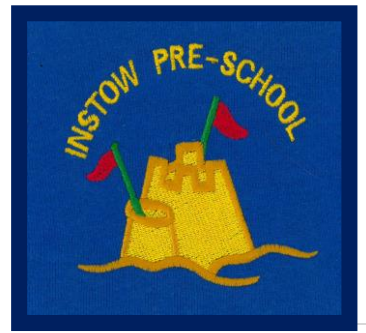


**Instow Community
Primary and Pre-School
Uncollected Child Policy**



If a Parent/Carer finds that they are running late in collecting their child then they are asked to contact the school office on 01271 860545 before the end of their child's Pre-School session.

If a child has not been collected at their agreed leaving time, we will wait for a period of 15 minutes and then a member of staff will phone all contact numbers given to the Pre-School, which are written on the child's registration card.

If there is no reply, a message will be left on the answer phones.

If we cannot contact any person from the numbers given to us, then we will contact a local registered child-minder, who is known to the setting. If this happens at the end of the day, a message will be left and a notice placed on the external Early Years Unit gate, giving details of where the child has been taken (i.e. child-minder's name, address and contact number).

Any child-minder costs will be met by the parent/carer responsible for the daily welfare of the child.

If the child has not been collected after a 1-hour period, the authorities will be informed and the child must be reported as an 'abandoned child'. The Pre-School and School does make every effort to contact known family members in such cases and only report an abandoned child as a last resort.

If, not being collected on time becomes a frequent problem then the Pre-School have a duty of care to report this to MASH (Multi Agency Safeguarding Hub).

Policy reviewed June 2025

Signature of Chair of Governors

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The policy will be reviewed June 2027