



### **Hillside Pre-School**

Hillside Free Church Hall, Hillside Road, Chorleywood, Herts WD3 5AS

[www.hillsidepreschool.co.uk](http://www.hillsidepreschool.co.uk)

## **Uncollected Child**

### **Policy Statement**

It is preferable that parents are ready to collect their child, on time, at the end of a session. Even 5 or 10 minutes can seem a very long time to a young child who is waiting to be collected. It also means that two members of staff need to wait until all children have left the premises.

We do however realise that sometimes delays are unavoidable. If parents know that they may be running a few minutes late or will be a little late collecting, they should inform us as soon as possible so that we may prepare for the child at the end of the session.

In the event that a child is not collected by an authorised adult at the end of a session, we put into practise agreed procedures to ensure that the child is cared for safely.

### **Procedures**

Parents of children starting at Hillside are asked to provide the following information:

- Details of who has parental responsibility for a child
- Home, work and mobile numbers for parents
- An emergency contact person
- Contact details for other people who are authorised to collect a child, for example grandparents
- Details of anyone who does not have legal access to a child

If a child has not been collected after 30 minutes of a session ending we:

- Check the *Going Home Book* - this will tell us if the child is being collected by someone else and their contact number, we will then contact that person
- If we can not contact the person collecting, we will try to contact the parents

Hillside Pre-School (Chorleywood) Ltd

Registered as a company limited by guarantee in England & Wales

Registered No: 7013187 Registered Charity No: 1132378

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- If we are not successful in contacting the parents, we will try to call the registered emergency contact
- If we are not able to successfully contact anyone authorised to collect the child, have not had news from a parent and are ready to close, we will contact our local authority social services care team who will endeavour to contact a parent or relative of the child
- Under no circumstances will a member of staff go to look for a parent or take the child home with them
- A full written report of the incident will be recorded in the child's file
- Depending on circumstance, we reserve the right to charge parents for the additional hours worked by our staff
- Ofsted and our Pre-School Learning Alliance/Development Officer may be informed

Signed by the Pre-School Leader

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Name of the Pre-School Leader

Date

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Signed by the Committee

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Name & role of Committee Signatory

Date

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