St Paul's Foundation Stage and Pre-School Twos Room Uncollected child Policy

At St Paul's we take pride in the care offered to all children and our relationship with parents and families. We ask that all parents inform school if they are going to be late in collecting their child. This allows us to reassure the child and to put other measures in place if necessary.

If a child is not collected at the appropriate time we will follow the uncollected child procedure.

- * If a parent, carer or designated adult is more than 10 minutes late in collecting their child we will try to contact them by telephone
- * If unsuccessful we will try to contact the second emergency contact by telephone.
- * If unsuccessful the designated person/deputy will be informed that the child is still on the premises and will continue to contact parents or emergency contacts.
- * The child will remain the responsibility of the school and under no circumstances will be taken from the setting by any person who is not authorised to collect the child.
- * Foundation children if a child has been uncollected after a morning session, we will check ratios and accommodate the child for the afternoon session.
- *If a child is uncollected at the end of the school day or at the end of the 2 year old session, the designated person, head teacher or senior member of staff will continue to ring parents or a contact from the emergency list and ask if the child could be collected. If contact cannot be made we will continue to try and contact the parent or emergency numbers every 10mins.
- In the event all of the above cannot be reached, CADT would be contacted.

CADT 606 2008

Suzanne Cottrell 666 4582