

# ABBEY PRESCHOOL



## Procedures for When a Child is not Collected at the End of a Session

- If a parent or carer does not collect their child at the end of a session, they will be contacted by telephone.
- If there is no reply to this, the emergency contact numbers on file will be called.
- If there is still no response or no explanation why the child has not been collected, after half an hour has elapsed the Social Services Department will be contacted.
- The child will remain on the premises with the manager and one other member of staff until there is a satisfactory outcome.
- Ofsted will be informed of the incident.

Signed..... (Manager)      Dated.....

Signed..... (Chairperson)      Dated.....

Date of next review.....