

7. Procedure for non-collected child

In the event that a child is not collected by an authorised adult at the end of the day/session we put into practice the agreed procedures. These ensure the child is cared for safely and by an experienced qualified practitioner who is known to the child.

We inform parents/carers of our procedures, if they are unavoidably delayed they will be reassured that their child will be properly cared for.

Bluebells allows 15 minutes for parents who have not collected their children on time then the preschool will start to follow the correct procedures.

- Parents will be contacted using the child registration form
- Emergency number will be tried and contacted
- If no contact is made and no one comes to collect we contact our local children's social care team **SPOC on 0208 255 2888 9am -5pm or out of hours on 0208 726 6464**
 - The child will stay at the setting with two vetted fully qualified practitioners until the child is collected either by the parent/carer or by a social care worker
 - Under no circumstances will staff go to look for the parent/carers or take the child home with them.
 - A full written report is recorded and placed in the child's file
 - Depending on circumstances we reserve the right to charge parents for additional hours worked by our staff.
 - Ofsted may be informed

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Stacey Humphrey (Pre School Manager)