**Hindley Nursery School**

**Collected / Uncollected / Lost Child Policy**

Hindley Nursery School has the highest regard for the safety of the children in our care.

**Arrival**

On arrival attendance is recorded on class registers by a designated person. Children then self register in their key group area. The register is kept up-to-date throughout the day.

**Absences**

If a child is going to be absent parents are encouraged to inform the School at the earliest opportunity. If a child is absent without explanation for more than 5 days concurrently office staff with contact the parent / carer to try to ascertain the reason for the absence. Unexplained absence or regular absence will be referred to the Pastoral and Curriculum Manager.

**Collected / Uncollected Child**

Only designated, named persons can collect children. It is the responsibility of the Headteacher or nominated person to ensure that all children’s records are accurate and up to date. All children should be collected by designated persons who are over the age of 14yrs old.

Parents / carers are asked to collect their child promptly at the end of each session as delay can cause anxiety to a child. However we do understand that unforeseen circumstances may cause them to be late. If a parent knows they are going to be late they are encouraged to phone the school to inform the staff or send an alternative person to collect their child. The office staff will give a password to the parent for the alternative person to reveal to the member of staff when they pick the child up. The staff will only let the children leave with an alternative person if the school has been informed by the parent and a correct password is given. Persistent late collection may result in the imposition of late collection fees or loss of their child’s place.

Late collection fees are as follows:

15mins - £15

30mins - £23

45mins - £30

1 hour - £38

At the end of the session, Hindley Nursery School will ensure that all children are collected by a parent, carer or designated adult, in accordance with parental declaration. In the event of a child not being collected the following procedure should be followed:

1. Every effort will be made by staff to contact the parent / carer or emergency contact by telephone. Messages should be left on all answering machines.
2. If it is after 4pm two members of staff must wait on site with the uncollected child.
3. After 1 hour when the school has closed and the child still remains uncollected the most senior member of staff will contact the Social Care Duty Team 01942 828300 and the Police 0161 872 5050.
4. On the arrival of the Police or Social Care the most senior member of staff should check the identification of the authorised person. Details of the event and contact details for the police or social care should be recorded on an incident form.

Throughout this process staff will remain calm and reassure the child.

**Lost Child**

Staff ensure that detailed registers are kept up-to-date throughout the day. Staff continue to check numbers of children they have in their group throughout the day, they ensure good supervision of children at all times. Staff ratio’s are increased for off site trips. Our key person system supports the monitoring of children.

In the event of a lost child the most senior member of staff must organize a thorough search of the area whilst the other children remain supervised in one place. If the child remains lost after the initial search the senior member of staff must contact the police 0161 872 5050 and inform the parent / carer. An incident form will be used to record any such incident and will be analysed and investigated thoroughly by the Headteacher.

Reviewed January 2022

**Signed on behalf of the Governing Body……………………………….**

**Date**…………………………………….