

## Uncollected Child Procedure

In the event of a child not being collected at the end of a session, the following procedure must be followed.

1. Two members of staff must remain at our premises with the child and contact the Parent/Carer and/or emergency contact according to the child's Registration Form.
2. During the next hour, any attempts of making contact will be made
3. If it has not been possible to contact any of the above after a period of one hour the Police must be contacted.
4. Immediately after the MASH No: 0345 045 5203 (Public) must be contacted in order to discuss the next course of action.
5. Ofsted will be informed.

This procedure is on the noticeboard.

*This policy was adopted by the committee of Over Puddleducks Pre-school on*

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*Signed on behalf Over Puddleducks Pre-school* .....

*Name*.....

*Date*.....