

## **THE EMERGENCY PROCEDURE FOR UNCOLLECTED CHILDREN**

1.If a parent/carer is unable to collect their child, they must inform the school as to who will collect their child. This will be recorded in the 'Going Home Book', the diary kept in the front entrance.

2. **Under no circumstances** must a child be allowed to leave with anyone other than those named on the New Starter form, unless the parent has given express instructions. If there are queries regarding this, the Headteacher will contact the parent/carer to discuss the situation with them.

### **Emergency Procedure for Uncollected Child(ren)**

If a child is not collected from the Nursery school and the parent/carer cannot be contacted, nor any other of the contact names listed on the child's New Starter Form, the Headteacher should telephone the **Integrated Front Door – 0300 300 8585 or Out Of Hours-0300 300 8123**

Arrangements should then be made for the child to be removed to an appropriate place of protection agreed by the Social Care Department.

It remains the responsibility of the Social Care Department in conjunction with the Police to contact the parents and, if appropriate, to inform them of the child's whereabouts.

Reviewed: Spring 2025  
Next Review: Spring 2027