

# UNCOLLECTED CHILD POLICY

An uncollected child will be kept within the nursery with two members of staff whilst the child's parents and emergency contacts will be called.

The nursery closes at 6.00 pm Monday to Thursday and 5.30pm on a Friday. Once the nursery is closed we can only keep a child for 30 minutes before the authorities must be contacted.

There will be times when the nursery has to close early due to unforeseen circumstances for example a storm or a snow day, the parents will be asked to pick their child up early, also if a child is sick or unwell the nursery will request that the parent is to pick the child up early. If a parent refuses to pick their child up early or cannot be contacted then the IOM safeguarding procedure must be followed where the nursery will contact the Police child protection unit and the on duty social worker will be contacted. A notification of events will then be recorded and a follow up of events will be recorded for Registrations and Inspections Unit.

POLICE: 631212

DUTY SOCIAL WORKER AT CHILDREN AND FAMILIES: 686179

(Inspection unit: 642427)