

POLICY FOR UNCOLLECTED CHILDREN

We have been advised by both OFSTED and our insurance company, that if there is no response from your emergency contacts, then Pre-School must report the situation to Social Services, who will decide on the best course of action.

- 1) We will contact : LSCB on 01935 422111 or EDT 01458 253241
- 2) The child stays at the setting in the care of **two** fully vetted workers until the child is safely collected either by the parents or by a social worker.
- 3) Social Services will aim to find the parent or relative if they are unable to do so, the child will be admitted into the care of the local authority.
- 4) Under no circumstances are staff to go to look for the parent, nor take the child home with them.**
- 5) A full written report of the incident is recorded in the incident book.
- 6) Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- 7) OFSTED may be informed (08456 40 40 40)

This policy will be reviewed annually.

This Policy was updated and re-adopted by the committee members of St George's Pre-school on 27th April 2010

Helen Harding (Chair)

Gilly Jaffé (Secretary).....

Date; 27/04/2010