

FAILURE TO COLLECT POLICY

This policy describes the action we would take in the event of a child not being collected from pre-school:

If the child has not been collected by 12.15pm try all emergency numbers available.

Two members of staff should wait with the child and one of these should be the pre-school leader or deputy.

If we haven't managed to contact anybody by 12.45pm the staff will contact Bury Safeguarding Children Board (BSCB) (initially for advice) on 0161 253 5454

Any person who comes for the child i.e. Police, BSCB, should have id and sign the child out of the building.

The pre-school leader/deputy will then accompany the child at all times until parents/carers are contacted or other accommodation is found for them.

Other numbers which may need to be used:-

Bury Police Station 0161 872 5050

Ofsted 0300 123 1231