

**SOUTH DARLEY AND WINSTER PRE-SCHOOL  
PROCEDURE FOR DEALING WITH UNCOLLECTED CHILDREN**

If we have not heard from the parent/carer, regarding the cause for the delay, after approximately ten to fifteen minutes, two members of staff will take joint responsibility for the following action:

- Contact all the emergency telephone numbers on the child's registration form.
- If the staff are unable to make contact with any of the responsible persons then they will contact the Starting Point notifying them of the situation.
- Two members of staff will stay with the child on the premises, until collected by a named responsible person or Social Services.
- The phone number for the local Starting Point Office is 01629 533190.

Reviewed on

Approved by \_\_\_\_\_ (Manager)

Approved by \_\_\_\_\_ (Committee)

Next review due

**I have read and understand this policy**

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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