



## Uncollected Child Procedure

In the event of a child not being collected at the end a session the following procedure must be followed.

1. Two members of staff must remain at our premises with the child and contact the Parent/Carer and/or emergency contact according to the child's Registration Form.
2. If it has not been possible to contact any of the above after a period of one hour the MASH No: 0345 045 1362 (Public) must be contacted in order to discuss the next course of action.
3. Ofsted will be informed.

This procedure is on the noticeboard.

*This policy was adopted at a meeting of Over Puddleducks Pre-school held on*

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*Signed on behalf Over Puddleducks Pre-school* .....

October 2017