

**Our Lady's Preparatory School, Nursery,**  
**Day Nursery and Holiday Club**  
**Uncollected Children Procedure**

All children are to be collected from Our Lady's by 6pm. There may be rare occasions where a child is not collected. Two members of staff (one management) will stay on the premises at all times.

The following procedure should be followed:

- Telephone the parents using all the contact numbers on the contact details form.
- If there is no answer, telephone the emergency contact on the contact details form.
- Continue to call the contact numbers, leaving messages.
- If by 7:00pm no contact has been made, Social Services must be called. Staff are to remain with the child until Social Services arrive to collect them.
- At no point should staff leave the premises with the child.

Created: August 2009

Date to be reviewed: August 2010