

Collection and Uncollected Child Policy

Bloom Day Nursery provides a safe and secure environment for all children, parents and nursery team members. Our policy is that all registered children are brought to nursery and collected by the named person/persons detailed on the parent/carers nursery contract.

However in the case of an emergency, if the parent/carer/named collection person cannot collect their child/children, then the following procedure must be followed:

The person unable to collect will give the name of the person who will be collecting their child to a member of the Bloom Day Nursery Team. This must be shared with all team members so they are aware of the change of collection. A member of the Nursery Team will give the parent/carer a password for them to pass onto the person who will be collecting their child. Again this password must be shared with all team members so that they are aware of the password that has been set.

Once the person arrives to collect a child and the correct password has been given, the child can be brought to the reception or the person collecting can be accompanied to the relevant room. At no point will a child be released from the nursery if this procedure has not been implemented. This is governed by the Statutory Framework for the Early Years Foundation Stage 3.62.

In the event of an uncollected child by the end of the nursery day or the end of the child's session, parents/carers named on the contract for collection purposes will be contacted by telephone. If there is no response then the person named as emergency contact will be telephoned and asked to collect the child/children. Please note parents will be charged additional fees for children being collected after the nursery closes at 7.00pm or after their session ends in accordance with our **additional charges policy**.

If Bloom Day Nursery fails to contact all persons responsible for the child then Trafford Social Services will be contacted and/or Police informed.

Date of Review: May 2018