



Bright Start Day Nursery

Collection / non- collection of Child Procedure

Collection and non collection of children

The nursery has an obligation to stay with any uncollected child at the end of the day, until that child is collected.

In the event of this happening the Day Nursery Officer will inform the Curriculum Area Manager to ensure all procedures are taken into account.

We insist on 2 emergency contact numbers for all children.

The Nursery must not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give the name and address and a physical description of the unauthorised person and the officer in charge should check this description before permitting the child to leave.

A record will be kept of all children who are not collected by the due time. This will note the dates, the time at which the child was collected, who collected the child and the reason given.

If any child is not collected within a reasonable time the Safeguarding Team will have to be contacted in order to protect the child.