



UNCOLLECTED CHILD POLICY

RGS Springfield
May 2025

RGS SPRINGFIELD NURSERY UNCOLLECTED CHILD PROCEDURE

(Reviewed May 2025 V1)

If, at the end of a child booked session, the child has still not been collected, the member of staff should inform the Nursery Manager or office. Staff will await parental collection. The office may phone the parent or contact number if necessary.

After School Care Procedures at 6pm

Two members of staff must remain on the premises until all children are collected. If a child has attended After School Care and is not collected by 6.00 pm, the After School Care staff should attempt to make contact with the child's parents or carers using the contact telephone numbers located in the School Office/isams and After School Care file. They should also inform the Nursery Manager/Deputy that a child is uncollected.

If there is no response on the contact numbers two members of staff (After School Care) will remain with the child at school until 6.20 pm. They will keep trying to make contact until this time or alternatively contact made with child's emergency contacts e.g. grandparent.

At 6.20 pm the Nursery Manager/Deputy will inform the Police if a parent has not been in contact. Parents should be aware that there is an uncollected child charge of £15 per 15 minutes for late pick up. Late pick ups should be signed in the late book kept for such purposes.

The uncollected child will remain in the care of the staff on duty/Nursery Manager/Deputy until collected by the parent/carer/designated adult. Staff should be aware that gates shut and phone systems go automatically onto answer phone at 6.15 pm so will need to make sure they have opened gates and have their own mobile accessible.

This policy applies to EYFS.

Sponsor – Miss Naomi Cambray, Nursery Manager

May 2025 – Nursery only Version 1

Reviewed May 2025 with significant amendments to reflect change in structure to Nursery only
Endorsed on 16th day of June 2025 by the Governor with responsibility for Health and Safety