



Crank Nursery, Crank Hill Crank, St Helens, WA11 7SD Tel: 01744 886166 Email: info@cranknursery.co.uk

Uncollected Children

If for some reason a child has not been collected by 6.15pm and the parents have not contacted the nursery the senior staff member would call the parents and use any other emergency contact numbers available in order to try and ascertain the cause for delay.

Messages will always be left requesting a prompt reply. In the event that no contact can be made it would be necessary for the Police or Children's Duty team to be informed.

Late children will be recorded and discussed with the parents at the earliest opportunity.

This policy was adopted on

Signed on behalf of the nursery

Date for review