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wcfnp@btconnect.com

**FAILURE TO COLLECT A CHILD**

The safeguarding of the children in our care is paramount. If a parent/carer fail to collect a child the following procedure will be adopted:

o Children will only be allowed to leave the setting with authorised adults (see contact forms and collection sheets)

o A child will not be allowed to leave the setting with any person who in the nursery workers opinion is incapable of getting them home safely eg. under the influence of alcohol/drugs. In this event we will endeavour to contact the next person on the emergency sheets to collect the child.

o If a child is not collected at the end of the session, staff will telephone the first number on the child’s contact form then emergency numbers for an authorised person to collect the child.

o A child who is not collected on time will remain with at least two adults.

o If we are unable to contact any authorised person(s) to collect the child, within an hour of nursery’s closing time then Careline (0151 233 3700) will be contacted.

**This policy is reviewed annually by Wavertree Christian Fellowship Nursery and Pre-school.**