



**Nursery Plus Pen-y-Bryn
&
Pre Nursery Pen-y-Bryn**

Uncollected Children Policy

To ensure the safety of all children in Pre Nursery Pen-y-Bryn and Nursery Plus Pen-y-Bryn and to ensure that both provisions meet the registration criteria with the Care Inspectorate Wales, we will work to the procedures as set out below for any child that is not collected by the close of a session:

- no child will be left unattended if their parent/carer has not arrived to collect them by the end of the session
- children will not be released into the care of any person without the written permission of the parent/carer. However, in an emergency situation, a telephone call from the parent/carer stating that another adult will collect the child will be accepted provided that an accurate description of the adult is given and that the adult can give proof of their identity.
- every effort will be made to contact the parent/carer or emergency contacts.
- if all attempts fail, the child will be kept at the group's premises for 45 minutes after the close of the session, waiting for him/her to be collected. After this time the nominated adult will contact Social Services who will be responsible for deciding what action is now required.
- a record will be kept of all children who are not collected on time. This will give the date and time of collection and the name of any non-authorized person collecting the child.
- where this happens on three or more occasions in one term, there will be discussion with the parent/carer to emphasize the importance of collecting the child on time and by the authorized adult/s.
- Pre Nursery and / or Nursery Plus may levy an excess charge for each time the child is uncollected by their parent/carer after the close of the session.

This policy has been reviewed and approved by the Governing Body

Signed: _____

Date: January 2026

Review date: January 2027