



## The Forgotten Child

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**If a child has not been collected within 10 minutes of the end of their pre-school session and staff have not received notification, the following procedure will be implemented:**

- Two members of staff will be selected to stay with the child at Preschool if it is at the end of the day. If this is not possible, arrangements have been set in place for a member of staff and the child to go into the main school where other adults are present.
- The first contact number will be telephoned and the time logged. If there is no answer a message will be left.
- If a response is not obtained, the second number will be telephoned and so on until all contacts have been used.
- If after 1hr past their normal collection time staff have been unable to gain a response, the Somerset Local Safeguarding Board (children's social care) will be phoned  
Tel: 0300 123 2224.
- At no time should a member of staff take the child into their own car.
- In line with our grants, fees and payment procedure a fee will be incurred.
- If there is a 'forgotten child' in the middle of the day, the above same procedures will take place. If out of ratio, Ofsted will be informed and the insurance company to ensure we are covered.

Ofsted No- tel: 0300 123 1231

PLA insurance No -