

## The Jordans Nursery School Procedure for a child left at school

In the extremely unlikely event of a child not being collected from school we do need to have in place a procedure that we will follow. This gives you the security of knowing that your child will be cared for as well as ensuring that they are left with someone that you trust.

**Please read the following carefully:**

- Session times finish as follows:
  - Morning session: 12:15pm
  - Morning session with lunch: 1:30pm
  - Morning session + lunch bunch: 3:00pm
  - Afternoon session: 4:00pm
- We expect to hear from you if you are going to be late in collecting your child.
- We will judge that a child has been 'left' if we have not heard from you; or if you have not collected your child within 30 minutes of their collection time.
- We will initially telephone the people that you have named as your emergency contacts, should we be unable to contact you on your numbers. If we are unable to contact them we will contact the two further people nominated below.

**NB. All nominated contacts must have consented to this duty. It is your responsibility to ensure that they are aware of this and that they will come to the nursery (if contactable) to collect your child and care for them for as long as necessary.**

- If we are unable to contact any of the people listed in your emergency numbers **AND below**, it is our duty to contact Social Services who will provide interim care. **SOCIAL SERVICES WILL BE CONTACTED AFTER 90 MINUTES.**
- In this event, either Victoria Turrell or Sara Green will stay with them wherever they are placed. We are not allowed to take them home with us, but will ensure that they are comforted and reassured.
- If you arrive at the school to find no one there, you must contact your nominated persons. If your child is not with your delegated friends or relations, it will be necessary for you to telephone the police who will be aware of the situation and they will put you in contact with Social Services.

*Please complete, sign and return the tear off slip below.*

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NAME OF CHILD/CHILDREN .....

1. Name: .....  
 Address: .....  
 .....  
 Home tel: .....  
 Mobile: .....

2. Name: .....  
 Address: .....  
 .....  
 Home tel: .....  
 Mobile: .....

I give permission for my child/children to be cared for by either of the above named people.

Signed .....