



Uncollected Child Procedure

If for any reason a child is not collected from Nursery at the end of the session the procedure detailed below will be followed.

- 1 - Usk Nursery will make every effort to contact the parents/guardian. If this person cannot be contacted, we will telephone the emergency contact numbers as listed on the child's registration form.
- 2 - If all attempts of contact fail and a child has not been collected by 4pm staff must **inform Social Services** so that the Duty Officer can resolve the incident of an abandoned child.
- 3 - The Duty Social worker will then take charge of the situation and will make the decision if the police need to be involved in helping to trace the parent/guardian.
- 4 - If the parent/guardian cannot be found the Duty Social Worker will arrange for the child to be placed in temporary care with a foster parent until the situation is resolved.

Social Services: 0300 0628888

CSSIW

Welsh Government

Rhydycar Business Park

Merthyr Tydfil

CF48 1UZ