**Procedure in the event of a child not being collected from Pre-School**

Should a child not be collected from Pre-School;

* Attempt to contact parents/carers using all pre-notified numbers
* If parent/carer if not contactable, all steps must be taken to contact people listed as emergency numbers, as listed on registration form.
* If no contact has been made within a suitable elapsed time (at least 1 hour after scheduled collection time) the police will be notified
* Establish reason for failed pick up and record on file using the appropriate form.