

# THE BIRMINGHAM FEDERATION OF MAINTAINED NURSERY SCHOOLS

*Allens Croft Nursery School*

*Kings Norton Nursery School*

*Lillian De Lissa Nursery School*

*Adderley Nursery School*

*Jakeman Nursery School*

*Selly Oak Nursery School*

*St Thomas Centre Nursery School*

*Gracelands Nursery School*

*Shenley Field Nursery School*

*Weoley Castle Nursery School*

*Newtown Nursery School*

*Highfield Nursery School*

## Failure to Collect a Child Policy

Two staff to stay with children at all times (qualified / unqualified),

Staff to inform the Executive Head Teacher and Line Manager/ DSL

All contact numbers to be called. If no contact is made, two staff to stay with child for 60 minutes after end of school day – 30 minutes if child is attending after school provision. Then contact CAAS on 0121 303 1888. If switchboard is closed contact the Emergency Duty Team on (0121) 675 4806.

CIAS will inform the police and request they visit the home address.

### **Allens Croft:**

1 High Street, Kings Heath, Birmingham B14 7SP

Telephone: 0845 626 5000 or 101

### **Jakeman:**

Edward Rd, Birmingham B12 9LR

Telephone: 0845 626 5000 or 101

### **Shenley Fields:**

341 Bournville Lane, Birmingham B30 1QX

Telephone: 0121 626 5000 or 101

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One member of senior staff to accompany the child, this would usually be the Executive Head Teacher, Head of School, Nursery Manager, or DSL.

The Executive Head Teacher, Head of School / Nursery Manager, Teacher or DSL to fully document on the 'MyConcern' database and liaise with the family and CAAS.

Date Policy Adopted: 20.10.2020

Date for next renewal: Autumn Term 2021

Signed: \_\_\_\_\_

Sean Delaney

**Chair of Local Committee**

Signed: \_\_\_\_\_

David Aldworth

**Executive Head Teacher**