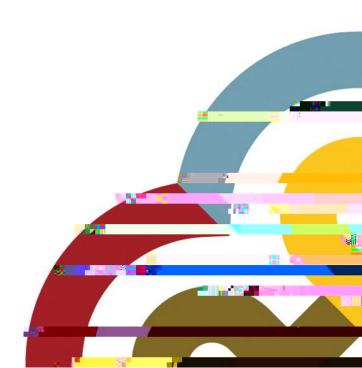


# Bolton College ollegon



## BOLTON COLLEGE EARLY YEARS & PRE-SCHOOL CENTRE UNCOLLECTED CHILD POLICY

### **Contents**

| 1. | Policy Statement                                | 3 |
|----|---|---|
|    | Scope of Policy                                 |   |
| 3. | The aims of policy & procedure                  | 3 |
|    | Procedure for dealing with an uncollected child |   |
| 5. | Training and support available to Staff         | 4 |
|    | How Parents are informed and consulted          |   |

| Programme / Business Area: | Student Services                             |  |  |
|----------------------------|--|--|--|
| Prepared By:               | Nursery Manager & Student Experience Manager |  |  |
| Approval By:               | SMT  |  |  |
| Approval Date:             | September 2024                               |  |  |
| Next Review Date:          | September 2025                               |  |  |
| College Website Link:      | Uncollected Child Policy                     |  |  |

### BOLTON COLLEGE EARLY YEARS & PRE-SCHOOL CENTRE UNCOLLECTED CHILD POLICY

#### 1. Statement

This policy has been developed to ensure that children using the Early Years and Pre-