



Uncollected Child Policy

In the event that a child is not collected by an authorised adult at the end of a session/day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Parents of children starting at the setting are asked to provide the following specific information which is recorded on our Registration Form:

Home address and telephone number -

Place of work, address and telephone number (if applicable).

Mobile telephone number (if applicable).

Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.

We will agree with parents how to verify the identity of the person who is to collect their child.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.

If a parent or carer is frequently late in collecting their child a charge of £5 per fifteen minutes can be made.

If at the end of a session a child is uncollected we will make every effort to call all numbers for the parents or authorised carers.

If the child remains uncollected but there are further sessions available in the day (for example after school wrap around care) then the child may attend these sessions on an 'ad-hoc' basis, this will be charged at standard costs. During this additional session continued effort will be made to contact parents or authorised carers.

If the child remains uncollected 1 hour after the setting has closed and we have tried every method to contact everyone on the child's file, and no-one can remain with the child will have be left with no choice but to contact the police/social services.

Similarly if staff feel a person collecting a child is unfit in any way through alcohol, drugs or

medication we would not allow the child to leave and our uncollected child procedure would commence.

Date of policy approval **Sept 2018**

Date of policy review **Sept 2019**