



Date policy created: 19/05/2016

Date policy reviewed:

Uncollected Child Policy

Statement:

I expect children to be picked up at the agreed contracted time, if it should not occur I will assume an emergency has caused the delay and will instigate our *uncollected Child Procedure*, unless parents/carers let us know that they are delayed.

Before children start the setting, we require specific information;

- Home address and telephone number, mobile number of parents
- Name, address, home telephone number and mobile number of authorised adults to collect the child from the setting (grandparents, neighbour).
- Who has parental responsibility for the child
- Information about who may not have legal access to the child

If on occasions parents are aware that they are going to be late, they must seek agreement from me before it occurs. The information will be recorded on the register/contract. Parents must provide the setting with written consent for the authorised person to collect the child.

Parents of children collected up to 15 minutes later than expected will be reminded of the correct time and billed £1 a minute after the first 15 minutes after collection as I may have to pay staff to stay on, and will also be missing out on bonding time with my own children, before they settle for bed.

Parents will be reminded that they should telephone me before the collection time to tell me if they have been delayed. If this is a persistent occurrence without genuine reason, parents will be asked to review their contract.

Procedure

Children who are not picked up within an hour of the expected time without an explanation may become the responsibility of the Social Services Department.

I will:

- Call the parents on the given contact numbers, if no one is available I will;
- Call the additional emergency contact numbers, if no one is available I will;
- Call the **Multi Agency Safeguarding Hub (02087266464)** between office hours or **(02087266400)** out of office hours.
- Follow the advice given by the **MASH Team**.

Managers Signature: Teamara Adams

Date: 19/05/2016

Parent/Carers Signature:

Date:



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