

## UNCOLLECTED CHILD

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### Procedure if a child is not collected

If a child is not collected the agreed collection time , I will try calling the parents' contact numbers.

During this time, I will continue to safely look after the child.

I will continue to try the parents' contact numbers and emergency numbers, but if I have heard nothing after two hours from the original agreed collection time, I will then inform the local authority duty social worker.

I may charge an additional fee for late collection.

Date policy was written	September 2013
This policy is due for review on the following date	March 2014

### England

Meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements

### Information and records, information for parents and carers

Providers must provide the following information for parents.

The procedure to be followed in the event of a parent failing to collect a child at the appointed time