



Uncollected Child Policy and Procedure

“Procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time” Statutory Framework for the EYFS 2017 (3.73)

Children like routine and they will know when to expect you, even if they cannot tell the time. We understand that sometimes delays in collecting your child are unavoidable due to unforeseen circumstances.

In the event a child is not collected at the appointed time we will:

- Offer reassurance to the child.
- Never release your child from our care to someone who is not authorised to collect your child.
- Contact the emergency contact person/s who is identified within Child’s record’s and arrange for them to collect the child in the event that parents/carers cannot be contacted.
- If all attempts to contact the persons identified above fails, we will contact the local safeguarding duty team after a period of two hours who will take charge of the situation and decide what happens next; and whether the police need to be involved. In some circumstances where contact with parents/carers cannot be established the safeguarding duty team may take the decision to place the child in temporary care.
- Record the situation as an incident, and will ask parents/carers to sign and date to confirm they are aware of the content of the Incident Log.
- Implement additional charges for the extra time your child was in our care if appropriate.

This policy was adopted at a meeting on 18th March 2020

The policy will be reviewed at a meeting on 1st April 2021