



## **Uncollected Child Policy**

### **Procedure if a child is not collected**

It is my policy to provide care for your child during contracted hours. The procedure below is to be followed if you fail to collect your child at the appointed time.

### **If you are running late to collect your child please contact me**

If a child is not collected within 30 minutes after the agreed time, I will try calling the parents contact numbers. Then I will try the emergency 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 after a responsible amount of time, I have a duty to inform -

- Local Authority Designated Officer (LADO) - 01905 846221
- Worcestershire Children's First – Early Years Team - 01905 844048
- Community Social Workers (FAMILY FRONT DOOR) - 01905 846057
- Local police – 101

A full written report of the incident is recorded in the child's file.

Ofsted will be informed.

I will charge an additional fee for late collection.

Written by Emma Marshall

Updated: FEB 2024