



### **Uncollected Child 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, but we ask that you always try to collect your child promptly at the end of each session.

In the event a child is not collected at the end of a session 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 records 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 fail, we will contact the Duty Assessment Team on 0300 123 6720 (Office hours) or 0300 123 6722(Out of hours)
- Co-operate with the Duty Assessment Team who will take charge of the situation and decide what happens next; and whether the police need to be involved.
- 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.

Policy will be reviewed every two years