

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. I 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 I will:

- Offer reassurance to the child.
- Never release your child from my 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, I will contact the Specialist Assessment Team on 01942 828300 (Office hours) or 01942 828777 (Monday to Friday, 5pm - 8pm; Saturday, 8.45am - 1pm) or 0161 834 2436 (Out of hours: Monday to Friday, 8pm - 8.45am; Saturday 1pm - Monday, 8.45am).
- Co-operate with the Specialist Assessment Team who will take charge of the situation and decide what happens next; and whether the police need to be involved.
- Inform the Special Assessment Team if I am registered to provide overnight care, and whether it is appropriate for me to provide overnight care for the child in this instance. Alternatively the Specialist Assessment 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 my care.

Name of Childminder:.....

Signature of Childminder

Date: