

Melandrew Daycare Uncollected Children Policy

Procedure if a child is not collected

If a child is not collected within half an hour of the expected collection 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 being one hour from the original agreed collection time, and no contact having been achieved, I will then tell the local authority duty social worker.

Childminder's name	
Childminder's signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	

Date policy was written	
This policy is due for review on the following date	

England

Meeting the Early Years Foundation Stage welfare requirements

Safeguarding and promoting children's welfare - The provider must take necessary steps to safeguard and promote the welfare of children.

"Providers must engage with and 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.