

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/texting 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 contact MASH (Multi-Agency Safeguarding Hub) 0844 8803563 for guidance.

Childminder's name	Melanie McKenna
Childminder's signature	
Date	16/4/09

Date policy was written	16 April 2009
This policy is due for review on the following date	Reviewed 29 September 2010, information amended
Next review due September 2011	Reviewed 24/10/2011
Next review due October 2012	