

Procedure if a child is not collected

It is important that you arrive at the contracted time to collect your child. Even very young children learn our routine and know when their parents are due. They can become distressed if you are late. I know sometimes delays are unavoidable. If you are delayed, for whatever reason, please contact me and let me know when you expect to arrive. I will normally be able to accommodate the additional care. I will reassure your child that you are on the way and if necessary organise additional activities and a meal.

If a child is not collected within 15 minutes of the agreed collection time and I have not heard from parents', I will try calling the parents' contact numbers.

If I cannot reach the parents' on the contact numbers, and after 30 minutes from the agreed collection time, 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 if I have heard nothing after 1 hour from the original agreed collection time, I will then inform the local authority duty social worker and follow their advice. In the case of a terrorist attack or National Emergency then this procedure will not be put into practice - see separate policy

If a parent is regularly more than fifteen minutes late collecting their child, they will be charged for an extra hour. No charge will be made for occasional late collection. Late fees will be charged at my discretion.

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 Safeguarding and Welfare Requirements

Information and records, information for parents and carers

Providers must 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.