

UNCOLLECTED CHILD

It is my policy to provide care for your child during contracted hours. The procedure below is to be followed if you fail to collect your child at the appointed time.

Procedure if a child is not collected

If you are running late to collect your child, please contact me.

If a child is not collected within 30 minutes of the agreed collection time and I have not been contacted with an explanation, I will try calling the parents' contact numbers.

Then I will try the emergency contact numbers provided on your contract.

During this time, I will continue to safely look after the child.

I will continue to try the parents' contact numbers and emergency numbers. If I have heard nothing after one hour from the original agreed collection time, I have a duty to inform the local authority duty social worker.

I may charge an additional fee for late collection.

UNCOLLECTED CHILD

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

Date policy was written	27 th February 2021
This policy is due for review on the following date	27 th February 2022