

Uncollected Children Policy

Procedure

If a child is not collected within 15 minutes of the agreed 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 if I have heard nothing after one hour from the original agreed collection time, I will then inform the local authority duty social worker.

I will charge an additional fee for late collection.