



Together, caring and learning

Uncollected Child Procedure

The importance of picking up children promptly and the need to inform staff as soon as possible if there is a problem is always stressed to parents as part of the settling in procedure.

If a child is still uncollected by 12.30 a member of staff will try to telephone the child's parents, if this is unsuccessful all emergency contact numbers will be tried. If this is unsuccessful and the child remains uncollected, it will be necessary to contact social services (phone number in study).

A record will be kept of any late collection of a child.

Parents may be charged at the normal rate if they are regularly late collecting their child.

At no time should a child leave the premises with a member of staff or any adult who has not been named by the parent/carer.

At least two members of staff must stay with the child and where possible one of them should be the child's key person to ensure that the child is affected as little as possible.

Reviewed May 18