



# Uncollected Child Procedure

Parents/carers should always aim for their child to arrive and depart the setting at their contracted times. There may be occasions when this is not possible due to busy traffic or other delays. In such situations, parents/ carers should always get in touch to let us know when their child should be expected to be collected.

At times, you may be required to send another adult to collect your child if you cannot collect them at the agreed time. If so we need their information on the admission form with permission for them to collect your child.

Please also be aware that continued late arrival or recurrent absences can create a safeguarding concern which we will need to record on your child's file.

We will charge a fee if you are late to collect your child.

## **What would happen if a child was not collected when expected?**

Should a child fail to be collected from our setting, the following procedure would be followed:

1. The child's parents/carers would be called 15 minutes after the child was due to be collected.
2. If there were no response after 25 minutes, the child's emergency contacts would be called.
3. If none of these people were contactable and the child was not collected, they would be kept at the setting for up to 1 hour (unless this time goes beyond 6.30 pm we wouldn't wait the full hour as we close at 6.00pm)
4. At this point, the Local Safeguarding Partners would be contacted for advice. 01273 481544 (East Sussex Safeguarding Children Partnership) out of hours number 01273 335905
5. If the parents/carers were not to get in touch following such an incident, we would contact the Local Safeguarding Partners for an update.