



Uncollected Child Policy and Procedure

Procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time.

Children like routine and they will know when to expect you, even if they cannot tell the time. I understand that sometimes delays in collecting your child are unavoidable due to unforeseen circumstances.

Name of child

In the event a child is not collected at the appointed time I will:

- Reassure the child that parents/carers are on their way in the event of them being delayed.
- Never release your child from my care to someone who is not authorised to collect your child.
- Contact the person/s that are identified as a contact within your child's record's and arrange for them to collect the child in the event parents/carers cannot be contacted.
- Implement additional charges for the extra time your child was in my care.
- Contact the Contact & Referral Team on 0191 4245010 if all attempts to contact the persons identified above fails.
- Co-operate with the Contact & Referral Team who will take charge of the situation and decide what happens next; and whether the police need to be involved.
- Record the situation as an incident and will ask parents/carers to sign and date to confirm they are aware of the content of the Incident Log.

Staff name

Staff Signature

Date

Parent name

Parent signature

Date.....