

NON COLLECTION OF CHILD POLICY

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If a child is not collected at the expected agreed time, after 15 minutes I will try calling the parent/carer's contact numbers. If I have been unable to make contact after 10 minutes I will then try the emergency contact numbers. If after a further 10 minutes I am unable to contact either the parent/carer or emergency contacts, I will contact the Children and Young Peoples Services for guidance. During this time, I will continue to safely look after the child.

I will treat the non-collection of a child as an incident, and record the events accordingly.

If you have any concerns I will be happy to meet and discuss them with you.