



## Non-collection of Child Policy

### Statement of intent

We ensure that each child leaves the premises with an authorised adult. In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### Procedure for non collection of a child:

If a child is not collected at the end of the day, the following procedures are:

- Parents/carers are contacted at home, at work, or mobile phone after 15 minutes.
- If unsuccessful, the adults who are authorised by the parents to collect their child from our premises and whose telephone numbers are recorded on the enrolment Form are contacted.
- All reasonable attempts are made to contact the parents/carers and emergency contacts.
- The child will stay on the premises until the child is safely collected.
- The child does not leave the premises with anyone other than those named on the enrolment form.
- If no one collects the child within 1 hour and we are unable to contact anyone on the Emergency contact list, we will proceed to get in contact with C-SPA or the emergency Duty Team. Ofsted will be informed.
- A full written report of the incident is recorded.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked.