

## Procedure for uncollected children

We will inform all parents that in the event their child is not collected by an authorised adult, within one hour after the setting has closed, we will apply the following procedure:

The child's file is checked for any information about changes to their normal collection routine.



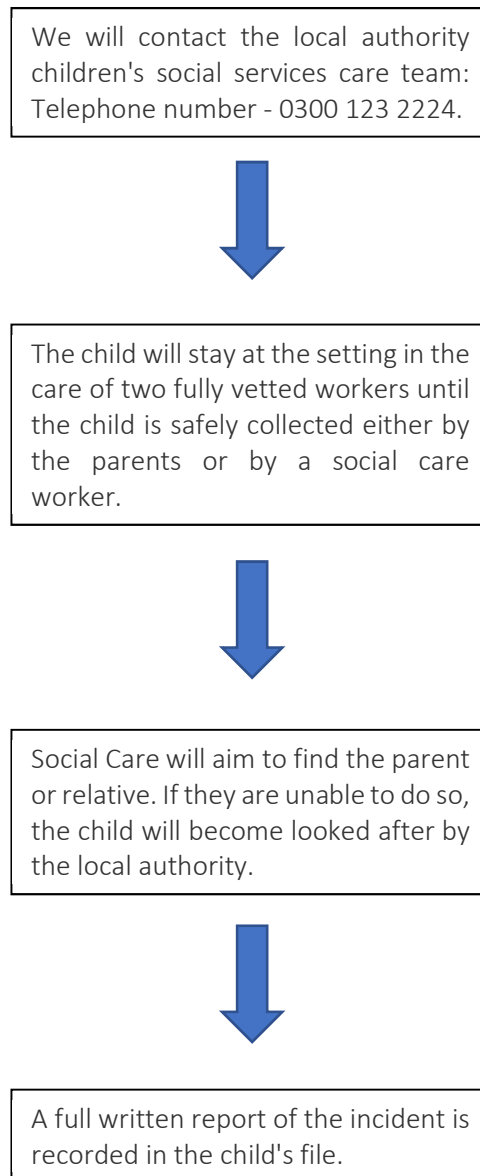
If no information is available, parents/carers are contacted at home or at work.



If this is unsuccessful, the adults who are authorised by the parent to collect their child from the setting ("emergency contact") - and whose telephone numbers are recorded on the Registration Form - are contacted.

If no-one collects the child after one hour, and there is no-one else who can be contacted to collect the child, we will apply our "procedure for uncollected children".

## Procedure for uncollected children



- All reasonable attempts must be made to contact the parents or nominated carers.
- The child must not leave the premises with anyone other than those named on the Registration Form or in their file.
- Under no circumstances should a staff member go to look for the parent, nor should they take the child home with them.
- Depending on the circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed (telephone number: 0300 123 1231).