



Colyton Caterpillars Early Education

Early Years Late and Uncollected Child Policy

This policy was agreed by trustees/staff:	
Date of last review:	December 2023
Date of next review:	July 2024
Reviewed by:	K.Clode

If a child is uncollected at the end of the day familiar staff will stay with the child to ensure that the child receives a high standard of care in order to cause as little distress as possible. If parents are running late we ask them to contact us as soon as possible to advise of their situation. The manager and one/two members of staff who are known to the child will stay behind with the child (if it falls outside normal operating hours). During normal operating times, staff ratios must be met and planned for accordingly.

If the parent/carer arranges for someone else to pick up the child, then they must give a full description of their appearance and there must be a password agreed. The child will not be released until the staff have checked this information and are satisfied that the child is in safe hands. If there is any uncertainty staff should make further checks by telephoning the parent / carer. Once the child has been signed out the staff will not have responsibility for that child.

In the event that a child is not collected by an authorised adult at the end of a session/day staff will:

- Call the parents/carers and if there is no answer then the emergency contact numbers will be contacted.
- Staff will continue trying to make contact.
- After 1 hour if no contact has been made Social Care will be called.
- Staff will follow the advice given by Social Care and stay with the child until suitable collection arrangements have been made
- Under no circumstances will staff go to look for the parent or take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Ofsted may be informed.

Local contact numbers

- Ofsted: 0300 123 1231