

## Uncollected Child Policy

In the event that a child is not collected at the agreed time, I will ensure that the child receives a high standard of care in order to cause them as little worry and distress as possible.

I will inform parents/carers of the policy so that if they are unavoidably delayed, they can be confident that their child will be properly cared for.

If the child is not collected within 30 minutes of the agreed collection time and I haven't heard anything I will try calling the parents contact numbers, if they aren't contactable I will try the emergency contact numbers.

I will continue to try the parents contact numbers and emergency numbers, but after a responsible length of time (2 hours from the agreed collection time), I will inform the local authority duty social worker.

Reviewed: *January 2022*