

Failure to collect a child

Parents are expected to collect their child at the agreed time. If you are going to be late, please contact me as soon as possible.

If a child has not been collected within 30 minutes of the agreed collection time and I have not been contacted, I will:

- Contact the parents using the telephone numbers provided.
- Contact the emergency contacts listed on the child's records if I cannot reach the parents.
- Continue to care for and reassure the child while attempting to make contact.

If I have been unable to contact anyone and the child has still not been collected 2 hours after the agreed collection time, I will contact the local authority duty social worker for advice and follow their instructions.

A late collection fee may be charged in accordance with my fees policy.