## Late and Uncollected Children Policy and Procedure

### Purpose

The purpose of this policy is to ensure the safety and well-being of children in our care, particularly in situations where a child is late being collected or remains uncollected.

### Scope

This policy applies to all staff and children in our childminding setting.

### Policy

- We understand that occasionally, parents/carers may be late collecting their child due to unforeseen circumstances.

- We will work with parents/carers to develop a plan for emergency situations.

- We will ensure that children are supervised at all times.

### Procedure

1. \*Late Collection\*:

- If a parent/carer is late collecting their child, we will attempt to contact them using the emergency contact numbers provided.

- If we are unable to contact the parent/carer, we will contact the emergency services or social services for support.

- We will ensure that the child is supervised at all times.

2. \*Uncollected Child\*:

- If a child remains uncollected after a reasonable period, we will contact the emergency services or social services for support.

- We will follow the instructions of the emergency services or social services.

- We will ensure that the child is kept safe and secure.

### Responsibilities

- \*Childminder\*: Ensure that children are supervised at all times, attempt to contact parents/carers, and follow emergency procedures.

- \*Parents/Carers\*: Provide emergency contact numbers, inform us of any changes to collection arrangements, and collect children on time.

### Ofsted Requirements

- This policy meets the Ofsted requirements for safeguarding and welfare, including:

- Ensuring the safety and well-being of children.

- Having procedures in place for emergency situations.

### EYFS Links

- This policy supports the EYFS area of Health and Self-Care, specifically in:

- 3.44: "Managing risks and keeping safe".

### Doncaster Council Requirements

- This policy meets the Doncaster Council requirements for childminding settings, including:

- Ensuring the safety and well-being of children.

- Having procedures in place for emergency situations.

### Review and Update

- This policy will be reviewed and updated regularly to ensure that it remains effective and compliant with relevant regulations.

By following this policy and procedure, we can ensure the safety and well-being of children in our care, particularly in situations where a child is late being collected or remains uncollected.