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Uncollected Children Policy

Little MADE Studio endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has not notified us that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late: When a parent or carer arrives they will be reminded that they must call the studio to notify us if they are delayed.

Over 15 minutes late: If a parent of carer is more than 15 minutes late in collecting their child, the manager will try to contact them using the contact details given during initial registration. If there is no response from the parent or carer, messages will be left requisition that they contact the studio immediately. The manager will then try to contact the emergency contacts listed on the child’s registration form. While waiting to be collected, the child will be supervised by a member of staff. When the parent or carer arrives they will be reminded that they must call the studio to notify us if they are delayed.

Over 30 minutes late: If the manager has been unable to contact the child’s parents or carers after 30 minutes, the manager will contact the local social care team for advice. The child will remain in the care of the studio’s staff, on the studio premises if possible, until collected but eh parent or carer, or until placed in the care of the social care team. If it is not possible for the child to remain at the studio premises, a note will be left on the door of the studio (or outside gates, if closed) informing the child’s parent or carer where the child has been taken (e.g. the home of a staff member or into the care of a safeguarding agency) and leaving a contact number.

A further message will be left on the parent or carer’s telephone explaining events.

Managing persistent lateness: The manager will record incidents of late collect and will discuss them with the child’s parents or carers. Parents and carers will be reminded that if they persistently collect their child late, that may lose their place at the studio.

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information for Parents and Carers [3.73].

This policy was adopted by: Little MADE Studio

Date: 14.01.22

To be reviewed: SEPTEMBER 2022

Signed: Amanda Abrey