

Absent and Uncollected Child Procedure

Part of my role as a childcare practitioner involves safeguarding children and as such, it is my responsibility to check on any family who do not arrive at my setting to drop-off or collect their child, when scheduled.

‘Providers must take all necessary steps to keep children safe and well.’

P21, [EYFES Framework 2021](#), DfE

Parents/carers should always aim for their child to arrive and depart the setting at their contracted times. There may be occasions when this is not possible due to busy traffic or other delays. In such situations, parents/carers should always get in touch to let me know when their child should be expected.

Please be aware that if you arrive late to the setting and we have a school run or scheduled visit, you may be required to meet us there or wait until we return. At the end of the day, please be respectful of the fact that I may have other commitments or family events. At times, you may be required to send another adult to collect your child if you cannot collect them at the agreed time.

Please also be aware that continued late arrival or recurrent absences can create a safeguarding concern which I will need to record on your child's file.

Ongoing issues with lateness may also prompt a contract review and/or termination notice if a resolution cannot be found.

‘Not only can regular absence, particularly unexplained absence, be a red flag for safeguarding issues, but only when children are in (a childcare setting) can they talk to staff and be given support for any pastoral and safeguarding problems’

[The Safeguarding Company](#)

What would happen if a child did not arrive at when expected?

Should a child fail to arrive at my setting when expected, the following procedure would be followed:

- The child's parents/carers would be contacted _____ minutes after the child was due to arrive.
- I will continue to attempt making contact with parents/carers using any numbers provided. This will include directly calling and leaving written messages.
- If there were no response after _____ minutes, the child's emergency contacts would be called to see if they know why the child has not arrived.
- If there were still no contact from the parents/carers after _____ hours, I would call the police for them to do a welfare check on the family.

This procedure is extremely important, as something could have happened to the parent/carer looking after the child, which could in turn lead to the child also being in danger if they are left unchecked.

What would happen if a child was not collected when expected?

Should a child fail to be collected from my setting, the following procedure would be followed:

- The child's parents/carers would be called _____ minutes after the child was due to be collected.
- If there were no response after _____ minutes, the child's emergency contacts would be called.
- If none of these people were contactable and the child was not collected, they would be kept at the setting for up to _____ minutes.
- At this point, the Local Safeguarding Partners would be contacted for advice.
- If the parents/carers were not to get in touch following such an incident, I would contact the Local Safeguarding Partners for an update.

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