



Procedure for Uncollected Children

Whilst a child has been left in my care, I have the obligation to keep that child safe and look after the child even if he/she has not been collected at the agreed collection time.

I will not release a child to an unauthorised person even if the collection is late.

In an emergency, if an unauthorised person is to collect a child, the parent or the authorised person must advise me by telephone and the password collection procedure will apply.

I need the name, address and a physical description of the unauthorised person or a photo sent to me of who will collect your child. The person will need to be known to the child.

Before permitting your child to leave with that person, I will check his/her physical description, and confirm the correct password.

A charge for the late collection of a child may apply (see Fee Policy)

If on three occasions a child is not collected by the due time and neither the parents nor one of the authorised persons telephone me with an explanation, I reserve the right to ask you to withdraw your child from my care.

If after 2 hours from the original agreed collection time, your child has not been collected, I will then contact the local authority duty social worker to raise my concerns.