



33. LATE COLLECTION AND UNCOLLECTED CHILDREN POLICY

When a child is not collected staff will follow this procedure.

- If no contact has been made by parent, staff member will attempt to contact parent/carer. If they cannot contact parent/carer the staff member will use the emergency contact number. (We will only release children to emergency contacts we have met previously)
- If contact is made two members of staff will wait with the child until the parent arrives. If a parent is not the person collecting we will observe the usual pick up procedure.
- If staff are unable to make contact within 30 minutes, we will have no choice but to contact Single Point of Advice (SPOA) on 01323 464 222
After hours we will contact the Emergency Duty Service on 01273 335 906 or 01273 335905, we will also notify the police and will follow advice given.

If we have been notified of a late collection by telephone, two members of staff will wait with the child until collection. The parent/carer will be fined for this. Fines are calculated by each 15 minutes or part thereof. The first 15 minute charge will be issued after 5 minutes. The first 15 minutes will be charged at £10, each 15 minutes from then onwards will be charged at £20.

Updated	Date Prepared	Next Review
	November 2016	November 2017
November 2017		November 2018

Chair of the Committee's signature:

Supervisor's signature:

Deputy's signature:

Date: