

# Policy & Procedure for Uncollected Children

Belton pre-school obviously has no obligation to stay with any uncollected child at the end of the day, until that child is collected.

The pre-school must not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give the name and address and a physical description of the unauthorised person and the person in charge should check this description before permitting the child to leave.

A record will be kept of all children who are not collected by the due time. This will note the date, the time at which the child was collected, who collected the child, and the reason given.

In the event that a child is not collected by the due time on three occasions in one year the parent will be written to by the pre-school, pointing out the difficulties late collection causes the pre-school, and either:

1. Informing the parent that a late charge of £5 will be applied for up to fifteen minutes and £10 after fifteen minutes that the child is left on the premises after the final collection time, unless contact is made to explain the reason for late collection.

**After 4/6pm if staff have had no contact with parents or named collectors after 30 minutes they must contact the** **Duty Social Worker in the Children and Young People’s** **Services. Office Tel: 01572 758407 during office hours or the Emergency Duty** **Team: 0116 – 2551606** **if out of office hours.**

Signed: ………………………………………….………………. Date Reviewed: ……………….…………………….