Early Years Foundation Stage

**If a Child is not Collected from the Setting**

In the event of a child not being collected at the appointed time the person in charge will:

* Check if any messages have been left – e.g. answer phone, email, voicemail, or with a staff member
* Check the identity of any person collecting the child in an emergency situation
* Phone the contact numbers given by the child’s parent or carers
* If possible two members of the setting staff should remain with the child and continue to try and contact the child’s parents or carers
* If no contact has been made after one hour or sooner if the setting staff have commitments, telephone the Duty Social Worker for advice and contact the police if appropriate

A full report of the incident should be recorded and any necessary improvements made to policies as a result of the incident.

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