

Failure to collect child procedure

If you are running late to collect your child please make every effort possible to contact me directly.

If you should fail to collect your child during their contract hours and I have not heard from you with an explanation, I will follow the procedure below:

- **Contact parent numbers first**
- **Then if no answer I will try the emergency contact numbers supplied.**
- **During this time I will continue to safely care for your child.**
- **I will charge my normal hourly rate for this time.**

If I have been unable to contact any of the above and heard nothing after **30 minutes** from the original agreed collection time, I have a duty to inform the local authority duty social worker.

Date policy was last reviewed	21/05/2016
This policy is due for review on the following date	21/11/2016

