



## Happy Days Childminding *Uncollected children*

### Procedure if a child is not collected

If a child is not collected within 30 minutes of the agreed collection time, I will try calling the parents' contact numbers. Then I will try the emergency contact numbers.

During this time, I will continue to safely look after the child.

I will continue to try the parents' contact numbers and emergency numbers, but if I have heard nothing after 1 hour from the original agreed collection time, I will then inform the local authority duty social worker in which the child would then be taken into the care of the Local Authority.

A report would be compiled by me, detailing information of the child, Social Worker, procedure followed etc, and Ofsted will be informed. I may charge an additional fee for late collection.

Childminder's name	
Childminder's signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	

Date policy was written	
This policy is due for review on the following date	

### England

Meeting the Early Years Foundation Stage welfare requirements

**Safeguarding and promoting children's welfare** – The provider must take necessary steps to safeguard and promote the welfare of children.

Providers must engage with and provide the following information for parents.

- The procedure to be followed in the event of a parent failing to collect a child at the appointed time.