



UNCOLLECTED CHILD POLICY

Policy statement:

I provide care for your child during contracted hours. The procedure below is to be followed if you fail to collect your child at the appointed time.

Procedure:

If you are running late to collect your child, please contact me at the earliest opportunity.

If a child is not collected within 1 hour of the agreed collection time and I have not been contacted with an explanation, I will try calling the parents' contact numbers.

Then I will try the emergency contact numbers provided on your contract.

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

I will continue to try the parents' contact numbers and emergency numbers. If I have heard nothing after 1 hour from the original agreed collection time, I have a duty to inform the local authority duty social worker.

I may charge an additional fee for late collection.

Date policy was written	13 Aug. 25
This policy is due for review on the following date	13 Aug. 26
Policy reviewed	12 August 2026

This policy supports the following Early years foundation stage statutory framework for childminders requirements:

Section 3 – Safeguarding and welfare requirements

- Information and records