



Uncollected Child Policy	Date: January 2017	Revision No: 2	Page 1 of 1
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Policy Statement

The centre will remain with any uncollected child at the end of the day, until that child is collected.

The centre must not release the child to an unauthorised person, even if the collection is late.

The authorised person should give the name and a physical description of the unauthorised person and the member of staff in charge should check this description and identification before permitting the child to leave. The password specially chosen for the particular child will be asked for. (Every child will have an allocated password.)

We insist on a reliable contact at all times wherever possible. 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. We operate a late pick up charge scheme.

For children who are collected later than 4pm a late collection fee will be charged for each 15mins the parent/carer is late without notification. If this continues to happen then management will speak to the parent/carer to change the session times of the child to avoid this happening.

The staff member on duty will contact the management team to notify them of the uncollected child. If any child is not collected within a reasonable time and management has reason to believe that child is at risk, social services have to be contacted in order to protect the child.