

## UNCOLLECTED CHILD - CHILDMINDER

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It is my policy to 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 a child is not collected**

#### **If you are running late to collect your child please contact me**

If a child is not collected within 15 minutes of the agreed collection time and I have not been contacted with an explanation, I will try calling the parents' contact numbers.

If a child is not collected within 30 minutes of the agreed collection time and I have not been contacted with an explanation, 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 60 minutes 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.

**UNCOLLECTED CHILD - CHILDMINDER**

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

Date policy was written	11/03/2016
This policy is due for review on the following date	11/03/2017

**England**

Meeting the Early Years Foundation Stage Safeguarding and Safeguarding and Welfare Requirements

**Information and records, information for parents and carers**

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## Links to your PACEY Professional Standards - Member

### 1. Children first

- C3.1 Take all necessary steps to safeguard the children in my care.

### 2. Enabling environments

- E2.1 Work in partnership with parents, carers, other childcare practitioners and professionals.

### 3. My professional role

- P1.1 Reflect on and develop my practice.

### 4. Childcare service

- S1.1 Meet relevant laws, regulations and benchmarks for quality.

## Links to your PACEY Professional Standards - Affiliate

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