



UNCOLLECTED CHILDREN POLICY

In accordance with Standard 24 NMS (2016): Safety – Children are cared for and have their needs met in a safe environment.

In the event of a child not being collected at the end of a session:

No child will be left unattended.

A child will only be allowed to leave with a person who has been authorised to collect that child. In an emergency the parent/carer can provide permission by a telephone call that allows another adult to collect their child. This is provided that a clear description of this person is given to the group and that the adult can provide proof of identity.

Where an unauthorised person arrives to collect a child, the child will **not** be released.

If the child has not been collected 15 minutes after the close of the session, and where contact with the child's parent/carer has not been achieved, all emergency contact numbers provided by parents will be tried in an effort to make an alternative arrangement for collection. The child will remain at the setting until a responsible known agreed adult collects them. Where contact with parents/carers or emergency contacts has not been possible after 90 minutes, Social Services will be contacted and staff would act on their advice.

A record will be kept of the date and time of the late collection as well as details of any unauthorised person attempting to collect the child.

The setting leader will discuss the importance of collecting the child on time with the parents/carers, especially where this has happened repeatedly.

Please refer also to The Child Minding and Day Care (Wales) Regulations 2010 (Regulation 20) and Wales Pre-School Providers Association Policies and Procedures.

Signed: Wendi Terry (Responsible Individual)

Date: November 2023

Review date: November 2024