



## Early Years Foundation Stage

### Child not collected from the setting policy

In the event of a child not being collected at the appointed time the person in charge will:

- Check if any messages have been left – e.g. answer phone, email, voicemail, or with a staff member
- Check the identity of any person collecting the child in an emergency situation
- Phone the contact numbers given by the child’s parent or carers
- If possible two members of the setting staff should remain with the child and continue to try and contact the child’s parents or carers
- If no contact has been made after one hour or sooner if the setting staff have commitments, telephone the Duty Social Worker for advice and contact the police if appropriate

A full report of the incident should be recorded and any necessary improvements made to policies as a result of the incident.

<b>This policy was adopted on</b>	<b>Signed on behalf of setting</b>	<b>Date for review</b>
<i>08/09/20</i>	<i>K.Shephard</i>	<i>September 2021</i>