[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwi1hrCu1cHOAhUKXRQKHe1FBloQjRwIBw&url=http://www.schoolsoutchildcare.co.uk/&psig=AFQjCNGOn_sNuiv3WEFXl9ERFqNlAQUISQ&ust=1471290229417628)

Uncollected child policy

At schools’ out! we understand that there may be times, where due to unforeseen circumstances you may run late to pick up your child. It is Vital that you get in touch and communicate your situation with us.

In the event a child is not collected by 6pm and there has been no prior warning by parent/carer the following procedure will be put in place…

Staff will attempt to call parents/carers using all contact details (home, mobile, work)

If staff are unable to contact parents/carers they will call all emergency contact numbers from the childrens registrations.

If there has been no correspondence made at all between staff and parent/carer/emergency contact by 6.10pm staff will then call a member of management (if not present) for guidance.

By 6.30pm management would call our local authority for guidance East Renfrewshire Social Work Request for Assistance Team on 0141-577-8300 (office hours) Or on 0300-343-1505 (out of hours)

it would be then their decision if the police would be called or what plan of action would be taken.

All incident’s such as these will be recorded in an incident report and filed in the child/childrens care plan.

Additional charges will be implemented for the additional time the child was in our care.

Childs wellbeing!

The child’s wellbeing is our priority.

We understand children may find it upsetting when they are not picked up on time. Staff will offer reassurance and distraction to minimise the upset to the child/ren

Staff will not speak of their concerns in front of the child/ren.

At least two staff members will be present with child/ren at all times.

Staff will remain at the childcare setting with your child/ren no attempts to take them home will be made.

Child/ren will not be released into the care of anyone we have not already had prior warning about from the parent/carer! If such incident arises access will be denied and previous said procedure would be followed.

**Signed:** Natalie Scanlan **Date: 17.01.2024 Review Date: 17.01.2025**