Sue Scarbro's Non-Collection of Children Policy

Rationale

I aim to liaise closely with parents/carers to ensure that collection times for children are clearly understood so that I can help prepare children for home time. Even young children can use routines to start to learn about time such as 'after snack or after George goes home it's my turn'. I request that parents/carers keep me informed as to any changes to agreed collection times as soon as possible.

Procedure

If a child is not collected within 5 minutes of the agreed collection time, and I haven't heard from parents/carers, I will call the parents/carers' contact numbers. If there is no response, I will try to contact any alternative contact numbers given to me for the child. During this time I will continue to care for the child.

I will continue to try to contact parents/carers and other authorised adults until 60 minutes from the agreed collection time. I will then contact the local children's social care services and follow any advice given by them.

If I am unable to continue caring for your child until you can be contacted and make arrangements for the collection of your child, there is a possibility that your child may be placed with an alternative carer.

Childminder's Signature: SScarbro

Date: January 2025