

## Collection and Late Policy

EYFS states that providers must take necessary steps to safeguard and promote the welfare of children.

Would all parents/ carers collect their child from the front door and at or before the time arranged. I am sure you will appreciate that your child is looking forward to seeing you and that I may have other arrangements such as family commitments. In the event of somebody else collecting your child, I will need it pre arranged and password protected. I will expect your child to know the person collecting to save any upset as I am sure you will agree it could be very frightening. In the unlikely event that a child has not been collected within 30 minutes of the arranged time, the following procedure will be put into place:

- ◆ The parent/carer who is due to collect the child will be called using the various contact numbers given by the family. Messages will be left on all lines.
- ◆ The second parent/carer (if appropriate) will be called using the various contact numbers given by the family. Messages will be left on all lines.
- ◆ After 60 minutes, if there has been no reply, I will call other persons named on the child's emergency contact number list. Again, messages will be left.
- ◆ If no contact can be made with anyone by 8 pm, I will contact Social Services which is a procedure listed by Ofsted.

**Policy Completed by Jo Gilmour**

**Policy Review Date: Sept 2009**