

Clementine Webster

It is my policy to provide care for your child during contracted hours. The procedure below is to be followed if you fail to collect your child at the appointed time.

### **Procedure if a child is not collected**

#### **If you are running late to collect your child please contact me**

If a child is not collected within 30 minutes of the agreed collection time and I have not been contacted with an explanation, I will try calling the parents' contact numbers.

Then I will try the emergency contact numbers provided on your contract.

During this time, I will continue to safely look after the child.

I will continue to try the parents' contact numbers and emergency numbers. If I have heard nothing after one hour from the original agreed collection time, I have a duty to inform the local authority duty social worker.

I may charge an additional fee for late collection.

**UNCOLLECTED CHILD - CHILDMINDER**

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Childminder's name	Clementine Webster
Childminder's signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	

Date policy was written	
This policy is due for review on the following date	

**England**

Meeting the Early Years Foundation Stage Safeguarding and Safeguarding and Welfare Requirements

**Information and records, information for parents and carers**

## UNCOLLECTED CHILD - CHILDMINDER

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### Links to your PACEY Professional Standards - Member

#### 1. Children first

- C3.1 Take all necessary steps to safeguard the children in my care.

#### 2. Enabling environments

- E2.1 Work in partnership with parents, carers, other childcare practitioners and professionals.

#### 3. My professional role

- P1.1 Reflect on and develop my practice.

#### 4. Childcare service

- S1.1 Meet relevant laws, regulations and benchmarks for quality.

### Links to your PACEY Professional Standards - Affiliate

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