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**Uncollected Child Policy**

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| EYFS: 3.4 , 3.5 and 3.20 - 3.29 |

***Date of Last Review: 06/10/2023***

***Date for Next Review: 06/10/2025 (unless legislation changes)***

***Trigger is In Place For Next Review***

**3, The Old Hospital, Field Stile Road, Southwold, Suffolk, IP18 6LD.**

It is our 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.

***If you are running late to collect your child, please contact us***

If a child is not collected within 15 minutes of the agreed collection time and we have not been contacted with an explanation, we will try calling the parents’ contact numbers.

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

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

We will continue to try the parents’ contact numbers and emergency numbers. If we have heard nothing after 1 hour from the original agreed collection time, we have a duty to inform the local authority duty social worker.

We may charge an additional fee for late collection.