

**Uncollected Children Policy.**

Where this policy refers to a parent collecting a child, it also means anybody else who is planned to collect a child who may not be a parent.

I understand that sometimes parents are unavoidably delayed due to unforeseen circumstances, but please try and telephone me if this is the case so I can reassure a worried child that you are on your way.

If a child is not collected within half an hour of the agreed collection time and I have not already heard from you, I will try calling your contact numbers. If this is unsuccessful, I will try the emergency contact numbers I hold for your child.

If I am unable to contact a parent but I am able to contact one of the emergency contacts you have provided, I will discuss with the emergency contact if it is appropriate for them to arrange for the child to be collected and cared for.

If I feel the emergency contact is able to make appropriate arrangements for the child to be collected and cared for and if it is stated on the child’s Child Record Form that they are a person who may collect the child, I will agree for the emergency contact to collect the child.

However, if I am not satisfied that the emergency contact is able to make appropriate arrangements to collect and care for the child then I will not agree to them collecting the child, even if it is stated on the child’s Child Record Form that they are a person who may collect the child.

I will continue to try to contact you or the emergency contacts by telephone, but after two hours from the agreed collection time, if I still have not made contact with you or the emergency contacts, or if I have not been able to make satisfactory arrangements with the emergency contact, I will then contact Social Services / my local Safeguarding Children team and take advice from the duty social worker.

Please understand that Social Services will rarely collect a child as they will be happy that the child is in a place of safety, however, for my own protection, by Law and for the security of your child I will need to keep the authorities informed of the situation.

I will continue to safely look after the child/ children concerned all the time they remain in my care.