

# 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. 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 30 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 emergency contact numbers given to me for the child and during this time, I will continue to care for the child. For a detailed breakdown of charges related to additional time, please visit the Pricing tab on the website.

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:**



**Date:**

**16/12/2025**