



## NON-COLLECTION OF CHILD PROCEDURE

If a child is not collected at the expected agreed time, I will try calling the parent/carer's contact numbers. I will then try the emergency contact numbers. During this time, I will continue to safely look after the child.

If I am unable to contact either the parent/carer or emergency contacts and I then become concerned about the length of time elapsed, I will contact the Children and Young Peoples' Services (CYPS) for guidance.

I will treat the non-collection of a child as an incident, and record the events accordingly.

If you have any concerns I will be happy to meet and discuss them with you.

Childminder's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Review date: \_\_\_\_\_