

UNCOLLECTED CHILDREN

To ensure the safety of all children in the provision and to ensure the provision meets its registration criteria with the Care and Social Services Inspectorate for Wales, we will work to the procedures as set out below for any child that is not collected by the close of the provision session:

- no child will be left unattended if their parent/carer has not arrived to collect them by the end of the provision session and two members of staff will supervise the child
- every effort will be made to contact the parent/carer or emergency contacts
- children will not be released into the care of any person without the written permission of the parent/carer. However, in an emergency situation, a telephone call from the parent/carer stating that another adult will collect the child will be accepted provided that an accurate description of the adult is given and that the adult can give proof of their identity
- **For every ten minutes of non-collection a £30 charge will occur**
- if all attempts fail, the child will be kept at the provision's premises for (15)* minutes after the close of the session, waiting for him/her to be collected. After this time the nominated adult will contact Social Services who will be responsible for deciding what action is now required
- a record will be kept of all children who are not collected on time. This will give the date and time of collection and the name of any non-authorized person collecting the child and a copy given to the parents
- where this happens on more than one occasion, there will be discussion with the parent/carer to emphasize the importance of collecting the child on time and by the authorized adult/s