



## **Developing a Uncollected Child Procedure**

**Providers/Childminders must share the following information with parents and/or carers including - Details of their policies and procedures, including the procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time. Statutory Framework for the Early Years Foundation Stage 2025 (GP & CM 3.97)**

**The procedure for uncollected children must include:**

- The procedure should outline what happens in the event of a parent and/or carer failing to collect a child at the appointed time.
- The procedure when children are persistently uncollected. How is this monitored and recorded. Using professional curiosity within the setting how do you determine whether additional support is needed for the family.
- How is information shared by parents in the event of emergency contacts not being able to collect, does the setting have a procedure where consent is given by parents for others to collect i.e. if grandparent who is an emergency contact is unable to collect, however friend who is not on the emergency contacts can collect how is the setting notified about this arrangement and what security measures are put in place (passwords, photograph)
- What would be the time frame before contacting parents.
- What would be the time frame before contacting emergency contacts.
- What would be the time frame police or social care.
- How does the setting ensure that contact details including emergency contacts for each child are monitored and kept up to date.
- What procedure does the setting follow to ensure emergency contacts are local to the setting.
- The procedure for following up a child who has not attended the setting, how is this recorded. If contact is not made through the parents/carers, what is the next step?