



Late/Uncollected Children Procedure

All children booked in to attend each day are listed on the daily register and are signed off on arrival. When children who are booked in fail to arrive, a member of staff must contact the child's parent/carer immediately.

If parents are late to collect their child(ren) the Crèche Manager should contact and locate the child's parent/carer. If this fails the persons listed as emergency contacts on the registration form should be contacted and asked to collect the child.

If the above fails: At least two members of staff should remain present until the child is collected. They must ensure that the child is cared for and that distress is kept to a minimum, providing them with food/drinks if necessary. If by 3.45pm this proves unsuccessful, the staff need to stay with the child on the farm premises. If the child remains uncollected by 4.15pm, the Crèche Manager should contact the Director on duty to discuss if they should contact the local social services duty officer and inform them of the situation. If this is agreed, then the Crèche Manager should call the Local Social Services Duty Officer on 01454 615 165 (Emergency Duty Team).