

## **NON-COLLECTION OF CHILD POLICY.**

### **Please also refer to our safeguarding policy**

If a Parent/Carer fails to collect a child, staff will then follow the procedures laid out below:

1. Allow 15 minutes after the end of the session and then collect the registration documents with the contact numbers.
2. Ring the home contact number and/or mobile number given.
3. If there is no reply, the next names and numbers given will be called until a reply is obtained.
4. If no adult can be contacted (NB: Children will NOT be handed over to anyone under the age of 16 years old), the child will remain in the Playroom with the Supervisor until contact is made.
5. The Supervisor will wait for 30 minutes.
6. Parents are to be advised that if the child is not collected after 30 minutes and no contact has been made then the Supervisor will ring Wiltshire Social Services.
7. Persistent lateness in collecting a child may jeopardise his/her place at Playgroup.