



UNCOLLECTED CHILD POLICY

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Hatchlings Childcare has an obligation to stay with any uncollected child at the end of the day, until the child is collected a member of management on duty plus an additional staff member will remain in the building with the child.

If the child has not been collected after fifteen minutes from the end of the session management will refer to the Family app or child's admission form for the emergency contact numbers. We will attempt to contact the child's parent or main carer first.

If all persons on the emergency contact list are unavailable and the child has not been collected after half an hour management is under obligation to contact Children Services or the local police station on 101.

The setting will not release the child to any unauthorised person. The child's parent/carer must contact Hatchlings Childcare to advise that someone unauthorised will be collecting the child. The physical description and name of the person must be given along with an agreed password. We may also ask for some form of identification.

A record will be kept of all children not collected by the end of the day. A fee of £5 will be charged for every additional five minutes when a parent is late collecting.

In event of the child being collected late on more than six occasions over a three-month period, the parent will be advised that their child may have to leave Hatchlings Childcare.

Children will never be allowed to leave the premises unsupervised without an authorised adult.