

NON-COLLECTION OF A CHILD

This Policy includes the Early Years Foundation Stage and Breakfast, Tea Time and Holiday Clubs

If a child is not collected at the appointed time from school, or if a child is taken ill and the parents/carers fail to collect the child within an hour, the following will apply:

- An adult to remain with the child. The parents/emergency contact numbers to be called.
- The school will keep calling the emergency contact numbers for another 30 minutes.
- After every effort has been made to contact someone to collect the child, or if the parents fail to collect the child despite being notified, the school will inform Children's Services and ask for the child to be collected.

Date: September 2016

Reviewed: September 2017

Review Date: September 2018