



Jumping Beans uncollected Child Policy

In the event that a child is not collected by an authorised person at the end of a session, Jumping Beans will follow the agreed procedures. These ensure that the child is cared for safely by an experienced member of staff who is known to the child in order to cause as little distress as possible. We expect parents/carers to phone ahead of any known delays in collection where possible.

- On occasions when parents (or the persons normally authorised to collect the child) are not able to collect the child they must inform a member of staff and a password/photograph agreed if they are not known to staff.
- If a child is not collected at the end of a session the child's Parents/Carers are contacted. If this is unsuccessful, the other adults on the child's forms are contacted. All reasonable attempts are made to contact the Parents/Carers. The child does not leave the setting with anyone other than those named on the child's forms.
- If no one can collect the child after one hour, and staff can no longer supervise the child, we contact the local authority social care team.
- If appropriate the child may attend the school's After School Club whilst waiting to be collected. Parents will be charged for the use of this facility.
- Late collections will be recorded on cpoms.

Signed

Date

Review