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# Failure to Collect Policy

*This policy will be reviewed on an annual basis.*

***Policy Created:*** *02.04.2024*

***Last Reviewed****: 02.04.2024*

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Should a child **fail to be collected** from our setting, the following procedure would be followed:

* The child’s parents/carers would be called 10 minutes after the child was due to be collected
* If there were no response after 30 minutes, the child’s emergency contacts would be called
* If none of these people were contactable and the child was not collected, they would be kept at the setting for up to an 45 minutes
* At this point, If no one is available to collect the child I will contact the local authority children’s services team and follow their advice.

I will not release a child from my home into the care of an adult I suspect is under the influence of drugs or alcohol. In this situation, I will follow my emergency contact procedures and if no one is available to collect the child I will contact the local authority MASH team (or equivalent) and follow their advice.