



Seagull Childcare Shaldon, South Devon

DROPPING OFF AND COLLECTION POLICY

Parents/carers can be late delivering or collecting their child due to unforeseen incidents such as being stuck in a traffic jam or problems with public transport. Such delays are unavoidable but if a parent/carer knows they are going to be late they should let me know as soon as possible.

However, if this happens on a regular basis then there is a real cause for concern – continual lateness is anti-social, is upsetting for the child, and will not be accepted. Such incidents will be recorded with the appropriate procedure that was carried out as a result of this lateness. I also reserve the right to make additional charges for late collections.

If a child is not collected I will contact the parent/carers to see if there is an explanation and to try and find out their expected time of arrival.

If I am unable to contact the parents/carers I will either try to contact the emergency contact person to see if they can collect the child or will keep the child until the parent/carer arrives to collect them.

If I become concerned about the time taken by the parents/carer to arrive to collect the child and I have been unable to contact them I will consider contacting Social Services (Children and Young People's Service) for advice. I will record the event in case of a child protection issue arising from this incident.

If child continues to be frequently late – more than half an hour – or fails to attend on a regular basis, I will have a confidential talk with the child's parents/carer to check that everything is alright. If they have concerns, those concerns will remain confidential and I will work with them to try and overcome any problems, if necessary advising them where they should go to get the appropriate help.

By law, as a responsible and caring childminder, I have to ensure that a child, when being collected, is in safe hands. No child will be taken off my premises by someone unknown to me unless the parents/carers have agreed/arranged for that person to do so and have notified me in advance.

If I have concerns, for example the person collecting the child is unknown to me, or is behaving in an inappropriate manner, then I will not let that child leave my setting.

The event will be recorded and contact will be made, as soon as possible, with the police, Social Services (The Children and Young People's Service) and the Devon Childminding Association.

If I have to let the child go in order to stop violence to myself I will immediately contact the police, giving them full details of the child, the parents, the incident etc.

Signed Dated