

[Link to Statutory Framework for the Early Years Foundation Stage.](#)

[Section 3. Child protection. Staff: child ratios. Child protection.](#)

Late Collection – Non collection Policy

If a child has not been collected from Topsham House by 6pm the Manager must be informed.

In the event of a child not being collected by 6pm the Manager / Deputy Manager will try to contact the parents. If this is not possible, Topsham House will proceed to telephone the emergency contacts kept on file. 2 members of staff will remain on the premises with the child/children until they are collected.

If no contact can be made the Manager and extra member of staff will stay on the premises until 6.30pm.

In the event of no contact being made by 6.30pm the person in charge will ring Social Services Emergency Duty Team (0116 3050005) and advise them of the situation.

The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.

Please Note

The policies of Topsham House are under continual review in the light of team discussions and its effectiveness. Policies may be amended at any date and any revisions are handed to staff accordingly.

The annual review takes place in June. This policy was updated November 2014 PH