



Out There Uncollected Child Procedure

If a child is not collected at the end of a session, the following procedures will follow:

1. The senior member of staff will stay with the child. It is preferable that a second staff member also stays behind to avoid lone working.
2. Staff will call the Emergency Contact phone numbers on the child's Registration Form. Staff to continue calling up to 1 hour.
3. 20 minutes after the setting has closed, if no contact has been made, staff will contact the designated safeguarding person, unless that person is already in attendance.
4. One hour after the setting has closed, if no contact has been made, Social Services and the police will be contacted and DSP/senior staff member will seek their advice.
5. The child will be reassured and kept safely at the setting where possible.
6. Incidents will be recorded by the senior worker and discussed with the parent/ carer at the earliest opportunity.
7. If we have passed the incident onto any other agency, we will ensure that the agency concerned is given all assistance in pursuing any investigations.
8. The setting will notify Ofsted as soon as possible and within 14 days.
9. The Late Pick Up Charge will be applied, see Fees Policy.

Contact information:

| | |
|--|-------------------|
| Emergency Duty Team - emergencies outside office hours | Tel: 01454 615165 |
| Avon & Somerset Police (non-emergency calls) | 101 |
| Ofsted | 0300 123 1231 |

Date Agreed: July 2017

Review Date: July 2018

Signed by: Janet Taylor/Jenny Brough

Signature: J.Brough

Role of Signatory: Directors/Managers of Provision