

## **Out There Early Years Uncollected Child Procedure**

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

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.

Staff will call the Emergency Contact phone numbers on the child's Registration Form. Staff to continue calling up to 1 hour.

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.

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.

The child will be reassured and kept safely at the setting where possible.

Under no circumstances should the child leave the premises with anyone other than those named on the reg form unless an arrangement has been made with the parent for someone other to collect.

This must be confirmed in a text message to the work tel no. with the name, address and tel number of the (new) person collecting the child. It should be agreed over the telephone with the parent how you will identify this person.

Incidents will be recorded by the senior worker and discussed with the parent/ carer at the earliest opportunity.

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.

The setting will notify Ofsted as soon as possible and within 14 days.

<b>This policy was adopted by:</b> Out There Early Years	<b>Date:</b> May 2017
<b>To be reviewed:</b> May 2018	<b>Signed:</b> <b>Jenny Brough</b>

### **Contact information:**

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

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