

Uncollected Child Policy

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

1. Two members of staff will stay with the child. Staff will not work alone at any time.
2. Staff will call the Emergency Contact phone numbers on the child's Registration Form.
3. 20 minutes after the setting has closed, if no contact has been made, staff will contact the CEO and/ or Child Protection Office or the Nominated person. Staff will continue to keep them advised of the situation.
4. One hour after the setting has closed, if no contact has been made, Social Services will be contacted and staff will seek their advice.
5. The child will be reassured and kept safely at the setting where possible. If staff need to leave the setting, the child will be taken to the home of the CEO, Child Protection Officer or the Nominated person. A note will be left on the door of the setting explaining where the child is and including a mobile telephone number.
6. Incidents will be recorded by the manager 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. A full report will be recorded in the Incident Book
9. Ofsted must be informed of the incident as soon as possible or within 14 days at the latest. (tel. **0300 123 1231**).

Child Protection Officer

Tel: 07806612529

Emergency Duty Team - Tel: 01454 615165
emergencies outside office hours
Avon & Somerset Police 01275 818181
(non-emergency calls)

Date Agreed: 04 September 2015 Review Date: September 2018
Revisited: September 2017

Signed by: Rosanna Radlinska-Tyma

Role of Signatory: nominated person