



6 Safeguarding children, young people and vulnerable adults procedures

6.4 Uncollected child

If a child is not collected by closing time, or the end of the session and there has been no contact from the parent/carer, or there are concerns about the child's welfare then this procedure is followed.

- The Designated Safeguarding Lead is informed of the uncollected child as soon as possible and attempts to contact the parents/carers by phone.
- If the parents/carers cannot be contacted, the Designated Safeguarding Lead uses the emergency contacts to inform a known carer of the situation and arrange collection of the child.
- After 30 minutes, the Designated Safeguarding Lead contacts the local Children's Services out-of-hours duty officer if the parents/carers or other known carer cannot be contacted and there are concerns about the child's welfare or the welfare of the parents/carers.
- The Designated Safeguarding Lead should arrange for the collection of the child by a member of the Children's Services team.
- Where appropriate the Designated Safeguarding Lead should also notify Police.

Members of staff do not:

- *go off the premises to look for the parents*
- *leave the premises to take the child home or to a carer*
- *offer to take the child home with them to care for them in their own home until contact with the parent/carer is made*
- a record of conversations with parents/carers should be made and recorded on the child's file with parents/carers being asked to sign and date the recording.
- This is logged on the child's personal file along with the actions taken. 6.1b Confidential Safeguarding Incident Report form should also be completed if there are safeguarding and welfare concerns about the child, or if Children's Services have been involved due to the late collection.
- If there are recurring incidents of late collection, a meeting is arranged with the parents/carers to agree a plan to improve timekeeping and identify any further support that may be required.