



UNCOLLECTED CHILD POLICY

In the unlikely event of a child not being collected at his/her usual time, the child will be kept at the facility and phone calls will be made to the child's parents/carers.

If they cannot be reached then the emergency contacts listed on the forms will be contacted.

Staff will comfort the child in order to lessen any adverse feelings.

Staff will continue to play and engage the child. The Manager will ensure they remain on the premises together with one other member of staff until the child has been collected.

After 6pm we reserve the right to make a late collection charge of £5.00 for every 15 minutes or part thereof.

If we have been unable to contact any of the above people 1 hour after the allocated collection time, Leeds City Council Social Care will be contacted and their advice will be followed. The Manager will report the incident to OFSTED if deemed a significant event. The Registered Owners will also be notified.

An incident form will be completed where possible.

Contact Details:

Local Authority Social Work Services Team: 0113 3760336
(out of office hours) emergency duty team: 0113 240 9563

Leeds Safeguarding Children partnership: 0113 222 4403
(out of office hours) emergency duty team: 0113 240 9563

(Further information can be found under the Safeguarding Children Policy.)

| | |
|---|---------|
| This policy was adopted by: Hopscotch kids club | Date: |
| To be reviewed: September 2019 | Signed: |