

Uncollected Child Procedure

This procedure will be enacted if a parent and/or carer fails to collect a child at the scheduled time. Understanding the importance of routine for children, even if they cannot tell time, Teach Major acknowledges that delays in collection may occur due to unforeseen circumstances. In the event that a child is not collected at the appointed time, the following steps will be taken:

Reassurance: Offer reassurance to the child to minimize any distress.

Authorisation Check: Never release a child from our care to someone who is not authorized to collect the child.

Contact Emergency Contacts: Contact the emergency contact person/s identified within the child's record and arrange for them to collect the child if parents/carers cannot be reached.

Additional Charges: Implement additional charges for the extra time the child was in our care.

Notification to Extended Services Manager/Trust Safeguarding Lead: Inform the Extended Services Manager/Trust safeguarding lead of the situation.

Contacting Local Authority: If attempts to contact the designated emergency contacts fail, contact social care in the local authority in which the child lives.

Cooperation with Safeguarding Team: Cooperate with the Safeguarding Team, who will take charge of the situation and determine the necessary steps, including potential involvement of the police.

Staff Presence: Remain with the child (two members of staff will always be present) until the child is safely collected, either by the parents or a social care worker.

Involvement of Social Care: Social Care will aim to locate the parent or relative; if unsuccessful, the child may become looked after by the local authority.

Incident Record: Record the situation as an incident and request parents/carers or Social Care to sign and date, confirming their awareness of the Incident Log content.

Notification to Ofsted:, Inform Ofsted: 03001231231 if the child is uncollected

Under no circumstances will staff go to look for the parent, nor leave the premises with the child.

Contact details:

- Teach Major DSL: 0208 243 8791 / 07930 035 150
- Hayes LADO <https://www.hillingdon.gov.uk/LADO-Contact>
01895 250975
- Southwark LADO
<https://www.southwark.gov.uk/childcare-and-parenting/children-s-social-care/child-protection/allegations-against-people-who-work-with-children-in-southwark?emailUsContact=3262>
020 7525 3297
- Hackney LADO <https://hackney.gov.uk/lado>
0208 3562710
- Slough LADO <https://www.slough.gov.uk/downloads/download/297/lado-referral-form>
07927 681858 / 01753 690906

This procedure was adopted by Teach Major on 12th December 2023.

Date to be reviewed December 2024