

Uncollected Child Policy.

It is important that the child is supported and comforted by a staff member at all times.

**Members of staff (1 being a senior) must stay on the premises at all times.
It is important that the staff remain calm so as not to cause the child any undue distress.
All information must be recorded into the Incident Book.**

If a child has not been collected at the end of the session and no contact has been made after 15 minutes, the senior member of staff will attempt to contact the child's main carer. (Or in the case were a parent/carer had informed the Setting that another nominated adult will be collecting the child, the senior staff member will attempt to contact them.)

If after a further 15 minutes (30 minutes after end of session) the child has still not been collected and contact cannot be made with the main carer then the senior member of staff will attempt to contact the child's nominated emergency contacts as noted on their registration documents,

If after a further 15 minutes (45minutes after end of session) no contact has been made, then the senior staff member will assess the situation (The child needs) and if they deem it necessary they will then make contact with Social Services and O.F.S.T.E.D for advice.

If after a **1-hour** period there has been no contact or arrangements made for the child to be collected then the senior staff member **must** contact Social Services and O.F.S.T.E.D.

Once advice has been given by Social Services and O.F.S.T.E.D. the staff members will act on their instructions.

- Sefton Social Care Access Team (Customer Services) 0151 934 3737
- Sefton Social Care Access Team Emergency Team 0151 920 8234
- O.F.S.T.E.D. 0845 640 4040

Dated: 29/10/2009

Review Date: 01/11/2010