

BRYN COCH SCHOOL CHILDCARE CLUB

CHILD NOT COLLECTED PROCEDURES

Bryn Coch School Childcare Club has the highest regard for the safety of the children within its care. In the case of a parent/carer failing to collect the child, the following procedure will be followed:

1. The senior staff member calls the named contacts of the child (including emergency contacts) to come to the club to take the child home.
2. In the event of no contact being made after 30 minutes, the senior staff member contacts the Duty Officer at Social Services to advise them of the situation, phoning 01352 701000 and take their advice on further action.
3. The senior staff member will inform the registered safeguarding person Clare Murphy and the responsible individual Mrs Lynne Williams is also informed.
4. No child will ever be left unsupervised because a parent/carer has failed to collect them.
5. If there are concerns when a child is collected that to hand over the child may be placing the child at some risk, staff member seeks advice from a senior manager/designated child protection officer who will speak to the parent/carer, and do what is reasonable in the circumstances to safeguard the child's welfare. This may include asking the parent/carer whether another named contact is available to come and collect the child.
6. In certain circumstances, the senior manager/designated child protection officer may inform the parent/carer that following handover, they will call the Social Services Duty Officer and that the Club's child protection policy may be implemented.

Please see safeguarding flow chart

This Child not collected policy and procedure was passed for use in Bryn Coch Club	
On:	
By:	Position:
Date of planned review:	