



INTEGRACYJNA SZKOŁA SOBOTNIA
INTEGRATIVE SATURDAY SCHOOL
BRISTOL

Uncollected Child Policy

If a child is not collected at the end of a session, the following procedures will followed:

1. Two members of staff will stay with the child. Staff will not work alone at any time.
2. Staff will call the Emergency Contact phone numbers on the child's Registration Form.
3. 20 minutes after the setting has closed, if no contact has been made, staff will contact the Chair and/ or Child Protection Officer of the Management Committee or the Registered person. Staff will continue to keep them advised of the situation.
4. One hour after the setting has closed, if no contact has been made, Social Services will be contacted and staff will seek their advice.
5. The child will be reassured and kept safely at the setting where possible. If staff need to leave the setting, the child will be taken to the home of the Chair, Child Protection Officer of the Management Committee or the Registered person. A note will be left on the door of the setting explaining where the child is and including a mobile telephone number.
6. Incidents will be recorded by the manager and discussed with the parent/ carer at the earliest opportunity.
7. If we have passed the incident onto any other agency, we will ensure that the agency concerned is given all assistance in pursuing any investigations
8. The Late Pick Up Charge will be applied, see Fees Policy.
9. A full report will be recorded in the Incident Book



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10. Ofsted must be informed of the incident as soon as possible
or
within 14 days at the latest. (tel 0845 6404040).

Chairperson	Tel:
Management Committee child	Tel:
Protection Officer	
Emergency Duty Team - emergencies outside office hours	Tel: 01454 615165
Avon & Somerset Police (non-emergency calls)	10

Date Agreed: September 2023 Review Date: September 2024

Signed by: Rosanna Radlinska-Tyma
Role of Signatory: nominated person