



The Play Den

21 Safeguarding and Welfare Requirements

UNCOLLECTED CHILD

In the event a child is not collected at the end of a session, we will follow procedures to ensure your child is cared for safely by the staff in the setting. We will minimise the distress to your child as much as possible.

PROCEEDURE:

Upon induction we obtain contact telephone numbers of all those authorised to collect your child including emergency contact details. This includes work numbers, home numbers and mobile numbers

We obtain a password for use in emergency situations to ensure your child is released to only those authorised to do so.

We ask that:

- You inform us of any changes to your contact or emergency contact details immediately (in addition, every year we routinely send a 'contacts update form')
- If you are aware you will be late, please contact us as soon as it is safe and legal to do so
- Identify the emergency contact you would like us to inform (we will make contact with your emergency contact in the event we have been unable to contact you for 30 minutes)

- If we have been unable to make contact with ANY authorised emergency contact or parent after 1 HOUR we will contact the Social Care Team to care for your child
Telephone number: (01793) 463050 or (01793) 463051
- The child remains in our care until collected by the parent, emergency contact or Social Worker
- A full report is written in the 'Incident Book'
- Depending on the circumstances, we will charge the parent for the additional hours
- Ofsted may be informed on 0300 123 1231

(Safeguarding and Welfare 3)

This policy was produced on 19/11/12 and last updated on 11/4/19