![MPj04394690000[1]]()**St. George Preschool CIO**

**Uncollected Child Procedure**

If a child is not collected at the end of a session, the procedures below will be 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 and the police 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 senior worker 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 setting will notify Ofsted as soon as possible and within 14 days.

Incidents of late collection will be recorded by the Manger / Deputy and discussed with parents / carers at the earliest opportunity. Parents and carers will be informed that persistent late collection will result in a charge being made for late collection.

Contact information:

Chairperson – Christina Harfield

Management committee child protection officer – Mandy Blake

Emergency Duty team – emergencies outside office hours 01454 615165

Avon & Somerset Police 01275 818181

(non-emergency calls)

Ofsted 0300 123 1231

Date Agreed: September 2017 Review Date: September 2018

Signed by: Sharon Carstairs Signature:

Role of Signatory: Manager

**Registered charity no: 1173714 Ofsted no: EY552624**