



06 Safeguarding children, young people and vulnerable adults procedures

06.04 Uncollected child

If a child is not collected by closing time, or the end of the session and there has been no contact from the parent, or there are concerns about the child's welfare then this procedure is followed.

- The Designated Safeguarding Lead (Childcare Manager)/Designated Safeguarding Person (Deputy Manager/Senior) is informed of the uncollected child as soon as possible and attempts to contact the parents by phone.
- If the parents cannot be contacted, the Designated Safeguarding Lead (Childcare Manager)/Designated Safeguarding Person (Deputy Manager/Senior) uses the emergency contacts to inform a known carer of the situation and arrange collection of the child. **Horns Drove Community Childcare will endeavour to get more than two emergency contacts wherever possible.**
- After one hour, the Designated Safeguarding Lead (Childcare Manager)/Designated Safeguarding Person (Deputy Manager/Senior) contacts the local social care out-of-hours duty officer if the parents or other known carer cannot be contacted and there are concerns about the child's welfare or the welfare of the parents.
- The Designated Safeguarding Lead (Childcare Manager)/Designated Safeguarding Person (Deputy Manager/Senior) should arrange for the collection of the child by social care.
- Where appropriate the designated safeguarding lead should also notify police.
- **Members of staff do not:**
 - go off the premises to look for the parents
 - leave the premises to take the child home or to a carer
 - offer to take the child home with them to care for them in their own home until contact with the parent is made
- Staff make a record of the incident in the child's file. A record of conversations with parents should be made, with parents being asked to sign and date the recording. Document to be uploaded to FAMILY
- If situation dealt with by Designated Safeguarding Person (Deputy Manager/Senior), Designated Safeguarding Lead to be informed and incident reported to Designated Safeguarding Officer (Director).
- This is logged on the child's personal file along with the actions taken. 06.1c Confidential safeguarding incident report form should also be completed if there are safeguarding and welfare concerns about the child, or if Social Care have been involved due to the late collection.

- If there are recurring incidents of late collection, a meeting is arranged with the parents to agree a plan to improve time-keeping and identify any further support that may be required.

Document

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Signed	Lily Greenough
Name of signatory	Lily Greenough
Role of signatory	Deputy manager

Version	Changes	Date Adopted	Name
1.00		28 th January 2025	Michelle Overton
2.00	Changes made to reflect EYA changes- added provision re making efforts to obtain at least 2 emergency contacts	24 th March 2026	Lily Greenough