



UNCOLLECTED CHILD PROCEDURE

In the event of a child not being collected at the end of a Footprints session the following course of action will be implemented:

1. A member of staff will stay with the child to reassure him/her that their parent/carer will soon be there;
2. If the parent/carer has not arrived within 15 minutes of the end of the session a Leader will ring them on the main contact numbers listed;
3. Should this prove unsuccessful then the leader will ring the alternative contact numbers given on the registration form;
4. We would continue to try all these numbers for a period of 1 hour whilst continuing to reassure and occupy the child on the premises;
5. After 1 hour we would assess the situation and contact Social Services Department for advice.
6. If the parent has to be contacted more than twice by a member of staff, they will incur a late penalty charge.

Date reviewed.....

Signed.....

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