

Late collection of Children Policy

Version 3:

Dec 2022

Date of Review:

Dec 2025

Role Responsible for Policy:

Safeguarding officer

All efforts should be made to ensure that children are collected on time from the BRCT activities. Where possible parents/carers should be encouraged that if they are going to be late they should contact the appropriate Trust staff member to let them know.

If it is found a child has not been collected on time the following procedure should be followed – The member of staff responsible should wait with the child.

The staff member should contact the parent to find out the situation. If the contact number given does not get a response any other number given should be contacted.

If contact is made arrangements should be made for the child to be collected as soon as possible by the parent/ carer or another named suitable adult.

If there is no response from any number and the parent/carers has still not arrived the numbers should be tried again at regular intervals.

The child must not be left on their own.

Wherever possible make sure that the staff member left with the child has a DBS check if there are no other children or staff around.

If there are other activities on site the child should be kept on site and ongoing efforts should be made to contact parent/carers.

If there is still no response after 30mins and the facility site is due to close the member of staff on duty should contact the Safeguarding officer and/or the Police and explain the situation.

The Police will advise on action to take.