



Camp – Uncollected Child Policy

Version number	1.0
Consultation groups	DoO, Extended Services Team
Approved by	DoO
Approval date	April 2023
Adopted by	Trust Board
Adopted date	May 2023
Implementation date	August 2023
Policy/document owner	Extended Services Manager
Status	Statutory
Frequency of review	Annual
Next review date	May 2024
Applicable to	Discovery Schools Extended Services

Document History

Version	Version Date	Author	Summary of Changes
V1.0	May 2023	Jo Venables	Updated to meet needs of Holiday Camp provision

Uncollected Child Procedure

This procedure will be followed in the event of a parent and/or carer failing to collect a child at the appointed time.

Children like routine and they will know when to expect to be collected, even if they cannot tell the time. Delays in collecting children are sometimes unavoidable due to unforeseen circumstances.

In the event a child is not collected at the appointed time, Discovery Holiday Camps and Wrap Around Care staff will:

1. Offer reassurance to the child.
2. Never release a child from our care to someone who is not authorised to collect the child.
3. Contact the emergency contact person/s who is/are identified within the child's record and arrange for them to collect the child in the event that parents/carers cannot be contacted.
4. Inform the Extended Services Manager/Trust Safeguarding Lead.
5. If all attempts to contact the persons identified above fails, we will contact social care in the local authority in which the child lives:

Leicester City:

Leicestershire:

Rutland:

6. Co-operate with the Safeguarding Team who will take charge of the situation and decide what happens next; and whether the police need to be involved.
7. Remain with the child (2 members of staff will always be present) until the child is safely collected either by the parents or by a social care worker.
8. Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
9. Record the situation as an incident and ask the parents/carers or Social Care to sign and date to confirm they are aware of the content of the Incident Log.
10. Ofsted may be informed: 03001231231

* Under no circumstances will staff go to look for the parent, nor leave the premises with the child

