

UNCOLLECTED CHILD

Procedures to be followed if a child is not collected by 18:10 hours.

- Parents will be contacted by telephone. Messages will be left on answer phones where possible.
- If Parents cannot be reached, emergency contact listed on the application form will be contacted by telephone. Messages will also be left on answer phones.
- If the child is still on the Premises, at 19.00 hours, if Parents or Carers failed to collect the child, the Manager, her deputy or key worker will contact the Social Worker on 0207 926 1000 [ask to be connected to the duty Social Worker] and the child might be taken into emergency care.
- If Parents or Carers continue to collect their child after closing time, the Manager or her deputy will inform the Duty Social Worker.
- Details of this incident will be recorded and be kept on file.