



Uncollected Child Policy

If at any point a child remains collected at the end of the day / session, it is imperative that the following procedure is undertaken.

- The lead guide will bring the child to the office or safe space depending on what is available on site. The child will be reassured and engaged in an activity such as drawing.
- The guide will access the child's personal record in the file, which contains contact details for parents / guardian.
- The guide will attempt to contact each of the numbers.
- The guide will contact the management team to be made aware of the situation.
- All contact numbers are repeatedly called as the child is kept in a safe environment.
- If still no contact can be made then the local social services will be contacted and they will collect the children and care for them until the parent or guardian can be contacted to collect.