



BAFTA UNCOLLECTED CHILD POLICY

Review Date: September 2017

Non Collection of Children

Monkshouse BAFTAs (Before and After School) Club will ensure that in the event of a child not being collected at the expected time the following procedure will apply:

- Staff members will remain with the child and give reassurance.
- Attempts will be made to contact the parents/carers.
- In the event that the parents/carers cannot be contacted, attempts will be made to contact those persons named as emergency contacts on the child's registration form.
- If no contact has been made within one hour, the Lincolnshire Safeguarding Children's Board will be informed.

Lincolnshire Safeguarding Children's Board Customer Service Centre:

Office Hours: Tel. 01522 782111

Out of Hours: Tel. 01522 782333

This policy will be reviewed annually and any changes will be made and presented to the school Governing Body.

Signed _____ Chair of Governors

Signed _____ Headteacher

Date _____