



## BAFTA UNCOLLECTED CHILD POLICY

Reviewed: September 2023

### Non Collection of Children

Monkshouse BAFTA (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***

Signed for on behalf of Monkshouse Primary School \_\_\_\_\_

Date\_\_\_\_\_