# **Uncollected Child Policy and Procedure**

This is the agreed procedure to be followed in the event of a parent/carer/guardian failing to collect a child from an RDM event or training session at the appointed/agreed time.

Children like routine and they will know when to expect you, even if they are unable to tell the time. RDM understand that there are sometimes delays or changes when collecting the RDM member/child which are unavoidable due to unforeseen circumstances, however it is the responsibility of the parent/carer/guardian to familiarise themselves with this policy and act accordingly.

## If there is a change in who is collecting your child:

* Parent/carer/guardian must inform the Director (Simon: 07557760170) or Senior committee member in person or by telephone as soon as they are aware of the change. Facebook should not be used as a means of communication as it is not monitored 24/7/365.
* The Senior committee team that is made aware of the change will inform all other members of the change in situation; and
* A password will be used by the Committee and responsible parent/carer/guardian e.g. Banana. the new responsible person collecting your child **must** give this password to the Director or senior committee member for us to allow them to collect your child on your behalf.

## In the event a child is not collected at the appointed time, we (RDM) will:

* Offer reassurance to the child.
* Never release your child from our care to someone who is not authorised to collect them.
* Contact the emergency contact person/s who are identified within Child’s record’s and arrange for them to collect the child in the event that parent/carer/guardian cannot be contacted.
* If all attempts to contact the persons identified above fail, an RDM Committee Member/Senior Group Leader will contact the **Lancashire Children’s Social Care Team** on **0300 123 6720 / 0300 123 6722** (Monday to Sunday) 24 Hours per day.
* RDM will co-operate with the Lancashire Children’s Social Care Team who will take charge of the situation and make decisions on what happens next; and whether the police need to be involved (Lancashire Children’s Social Care Team may take the decision to place the child in temporary care); and
* Record the situation as an incident and will ask parent/carer/guardian to sign and date to confirm they are aware of the content of the Incident Log.

**Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Author/Reviewer** | **Date** | **Comments** |
| RDM\_P006\_A | Simon Creasey | September 2018 | Initial Draft |
| RDM\_P006\_B | Becky Nightingale | August 2019 | Content review |
| RDM\_P006\_C | Becky Nightingale | July 2020 | Content review and version control |
| RDM\_P006\_D | Emma Mainwaring | June 2023 | Content review |
| RDM\_P006\_E | Emma Mainwaring | June 2024 | Content review |

This policy will be reviewed on an annual basis as a minimum.