



## Left Child Policy

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## Left Child Policy

- Each child who attends activities where they are left by their parents/guardians/carers must be fully registered and have a pre-booked and paid place on the scheme. The register includes the name of the parent, guardian or carer's contact details, plus two other named emergency contact details. It also includes the name and contact details of the person(s) who will be collecting the child.
- The senior member of staff is responsible for the Left Child Policy, e.g. Senior Team Leader and Team Leader(s).
- The Senior Team Leader and Team Leader(s) must mark each child attending the session on the day's attendance form.
- When the child is collected at the agreed time they must be marked out and the day's attendance form initialed by the parent, guardian or carer.
- Parents / guardians should carry ID should the Team Leader be called away in an emergency and the parents/guardians would be required to show ID before collecting their child.
- If a parent/guardian is unable to collect their child, they must inform the Senior Team Leader and Team Leader(s) which named person on the registration form will be collecting the child.
- Under no circumstances must a child be allowed to leave with anyone other than those named on the registration form, unless the parent, guardian or carer has given express instructions. If there are any queries then the Senior Team Leader and Team Leader(s) will contact the parent/guardian to discuss the situation with them.
- Where the parent has given express instructions for a person not previously named on the registration form, the Senior Team Leader and Team Leader(s) will give that parent a password to tell the new authorised person. The Senior Team Leader and Team Leader(s) will not let the new person take the child unless they know the password.
- It must be noted on the day's attendance form that a different (authorised through password) person picked up the child and this person must sign the register confirming the changes. The Senior Team Leader and Team Leader(s) must also enter the changes into the Incident Book.
- If in an emergency situation, a parent, guardian or carer asks a member of staff to take a child home or to a different address, this must be put in the Incident Book and must be signed by the person receiving the child.

- Late collection of a child must be recorded on the day's attendance form, and initialed by the parent, guardian or carer. After two incidents of late collection the matter will be referred to the Development Officer running the activity scheme.
- If a child is not collected and the parent, guardian or carer is un-contactable, the other names on the child's registration form should be called to collect the child. If no-one on the child's registration form is contactable then the Emergency Procedure for Uncollected Child/Children should be put into effect.

### Emergency Procedure for Uncollected Child/Children

If a child is not collected from the scheme and the parent/guardian cannot be contacted, nor any other names of the contact names listed on the child's registration form, the Senior Team Leader and Team Leader(s) should do the following:

- After 30 minutes wait, telephone the Social Services Duty Officer, or out of hours duty point to let them know the circumstances.
- Phone Social Services after 60 minutes to ask them to collect the child.
- Staff of Autism Bedfordshire are not allowed to take children off the premises other than for designated trips or in case of emergencies which would be documented in the incident procedure. Social Services or the Police must pick the child up if they are 'left' children.

### EMERGENCY SOCIAL SERVICES NUMBERS

#### Duty Social Services Officer Desk (08:45 – 17:20)

LUTON	Initial Assessment Team	01582 547 653
CENTRAL	Initial Assessment Team	0300 300 8149
BEDFORD	Initial Assessment Team	01234 223 599

#### Out of Hours Emergency Duty Team

Bedford Borough, Central Bedfordshire and Luton Borough – 0300 300 8123

#### Local Police Stations

NORTH & MID BEDFORDSHIRE	01234 841212
LUTON & SOUTH BEDFORDSHIRE	01582 401212

OFSTED: 0300 123 1231