

# 16 - LEFT BEHIND CHILD POLICY AND PROCEDURES

## Let Us Play Scheme

(Play Scheme for children with profound and multiple learning difficulties)  
Registered Charity No 1072059

<b>Name of Unit/Premises/School</b>	<b>Let Us Play Scheme / St. Francis School</b>
<b>Date of Policy Issued/Review</b>	<b>15 May 2019</b>
<b>Name of Chairperson</b>	<b>Juliet Cheriton-Gerrard</b>
<b>Signature of Chairperson</b>	
<b>Management Committee Name</b>	<b>Matthew Lewis</b>
<b>Management Committee Signature</b>	

### POLICY STATEMENT

This Policy lays out the procedures that will be carried out should a child not be collected at the end of the day for some unforeseen reason. Parents/Carers should keep LUPS informed of any reason why they can not collect their child on time or if they require to make alternative arrangements for their collection. At all stages the child will have a member of staff with them until such time that the child can be handed over safely.

### PROCEDURE

In the first instance that the parent/carer does not arrive to collect their child, one of the Senior Staff will locate their application form with the parent/carers details on it. Contact should be first attempted with the parent or carer and if this should be unsuccessful then the Senior Member of Staff should attempt to contact the emergency contact details.

Once contact is made then the Senior Member of Staff will ascertain when the parent/carer is able to collect their child and provisions made to care for the child until their arrival if they are running a little late.

If for some unforeseen reason a parent/carer is unable to make it to collect their child for reasons out of their control then they should arrange for someone else to collect their child keeping LUPS informed.

If no contact can be made then the Senior Member of Staff will phone Children Services explaining the situation to them. Provisions for the child will then need to be made taking into consideration the child's welfare at all times. The Senior Member of Staff will remain until provisions have been made for the child and will stay in contact with Children Services ensuring the child is safe.

The Senior Member of Staff will also continue to attempt to contact the Parent/Carer and if contact gained then keeping them fully informed of the situation and putting them in contact with Children Services.

Children Services Contact No - **0300 555 1384**. (Between 0830 – 1730 Mon – Thu, 0830 – 1630 Fri)

Children Services Out of Hours Contact No - **0300 555 1373**

## **SUMMARY**

It is LUPS policy to try and deal with a left behind child by first contacting the parents/carers. However if the safety or provision for the child is not satisfactory then Children Services will be required to ensure the child's welfare is looked after at all stages.

## **ASSOCIATED POLICY'S**

- LUPS Safeguarding Children Policy
- LUPS Complaint Policy
- LUPS Confidentiality Policy
- LUPS Safety Policy