

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

Date of Policy Issued/Review	31 July 2025
Name of Chairperson	Juliet Cheriton-Gerard
Signature of Chairperson	
Management Committee Name	Victoria Ashton
Management Committee Signature	
Review date:	30 July 2026

POLICY STATEMENT

This Policy lays out the procedures that will be carried out should a child or young person not be collected at the end of the day for some unforeseen reason. Parent carers should keep LUPS informed of any reason why they cannot collect their child on time or if they require to make alternative arrangements for their collection. At all stages the child or young person 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 Managers will telephone the parent/carers. If this should be unsuccessful then the Playscheme Manager should attempt to contact individuals detailed as an emergency contact (see child's application form).

Once contact is made then the Playscheme Manager 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, ensuring LUPS are informed of the full name of the person coming. If the person is unknown to LUPS, then we will request to say ID before handing the child over.

If no contact can be made then the Playscheme Manager 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 Playscheme Manager will remain until provisions have been made for the child and will stay in contact with Children Services ensuring the child is safe.

The Playscheme Manager 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 parent 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 (5)
- LUPS Complaint Policy (14)
- LUPS Confidentiality Policy (7)
- LUPS Safety Policy (10)