

UNCOLLECTED CHILD PROCESS

One Voice Blackburn operates in a number of locations in Blackburn with Darwen. These include: Bangor St Community Centre, Blackburn youth Zone, Pleckgate High School, and 1 Exchange St.

If a child is not collected at the end of the session, we follow the following procedures:

The child's digital file is checked for any information about changes to the normal collection routines.

Reassure the child, ask them if they know of any reason they may not have been collected.

If no information is available, parents/carers are contacted at home or at work.

If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting are contacted.

All reasonable attempts are made to contact the parents or nominated carers.

The child does not leave the premises with anyone other than those authorised by parents, named on the Registration Form or in their digital file.

If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures below:

- **We contact our local authority children's social services care team and the child stays at the setting in the care of two members of staff until the child is safely collected either by the parents or by a social care worker.**
- **Under no circumstances will staff go to look for the parent, nor do they take the child home with them.**
- **A full written report of the incident is recorded in a file that needs to be passed onto the Safeguarding Officer.**

The Children's Advice and Duty Service (CADS) Team
Tel: **01254 666400**, Email: cypreferrals@blackburn.gov.uk

Outside work hours Emergency Duty Team
Tel: **01254 587547**

We are committed to reviewing our policy and good practice every two years.
This policy was last reviewed in: January 2024