Procedure for uncollected children or children who go missing

All children attending DSSBH must be collected by a named adult or leave before or at 12 midday. If your child is allowed to walk home on their own you must let your child’s teacher know. If your child is not collected by the agreed specified time, or goes missing from DSSBH, the workers will take the following action:

1 Try to contact the parent, guardian or carer of the child from information given on the registration and consent forms.

2 Try to get in touch the second named emergency contact from the consent form.

3 Contact the police (workers will make every effort to contact parents, guardians or carers before taking this step). They will then decide what action needs to be taken.

4 We will complete a form to record the incident.

If an emergency has arisen which means you cannot collect your child on time, you must let us know immediately and tell us what provision you have made for your child to be collected. If you want someone other than those named on your registration form to collect your child, you must inform the workers.

We must emphasise that staff cannot take children home and may not stay late with an uncollected child.