



Late Collection of a Child Policy

We have an obligation to keep an uncollected child within our care until a person responsible for the child collects them. However if we have not heard from a person responsible for the child after 15 minutes of the agreed pick up time we will call the child's main parent/guardian to gain further details of the situation. If contact cannot be obtained through the main carer all persons stated on their contacts sheet will be called until a contact is obtained. Once a child's main guardian or carer has been contacted they will be asked to collect their child as soon as possible. During this time we will continue to look after the child.

We will not release the child to an unauthorised person, even if the collection is late unless an authorised person telephones to state that because of an emergency a different person will be collecting.

We ask that the authorised person should give a name and address and a physical description of the person who will be collecting the child or a password that they can provide to us that the main carer has disclosed previously to us. These details should be checked before the child is allowed to leave with that person.

If after hour one the child has not been collected or arrangements made for collection then we will contact Brighton & Hove City Council's multi-agency safeguarding hub (MASH) or the Local Authority Designated Officer, details as follows:

01273 290400 or MASH@brighton-hove.gcsx.gov.uk.
C/O Whitehawk Community Hub
179A Whitehawk Road
Brighton BN2 5FL

LADO for Brighton and Hove City Council:
Darrel Clews, Safeguarding Team, Childrens Services, Moulsecoomb Hub North Building, Hodshrove Lane,
Brighton, BN2 4SB
Tel: 01273295643

Original author and date created	Louise Adams, Director and Manager, January 2015
Date amended and author	Julia Knight, Director, May 2016
Next review date unless practices change and update required.	May 2017