



Les Tous Grands Childcare  
High Street Primary School  
St Pauls Avenue  
Barry

CF62 8HT

## **NON-COLLECTION OF CHILD**

If a child is not collected, the Manager/Responsible Individual will phone all emergency numbers relevant to the child.

If after 30 minutes, no communication has been received as to the collection of the child, the Manager/Responsible Individual will make a phone call to the Local Authority duty Social Worker from the Children's Department to inform them of the situation. Their advice will be implemented.

**The Emergency Duty Team (during office hours) for the Vale of Glamorgan contact number is 01446 725202.**

**The Emergency Duty Team (outside of office hours) for the Vale of Glamorgan contact number is 029 2078 8570.**

Depending on the advice from the Duty Social Worker, the local police may then be contacted for information regarding accidents or delays possibly affecting the parent/carer's ability to make a collection of the child.

The police may then decide to hold the child in a safe place until an appropriate person is able to collect them or a member of staff may hold them with the permission of the police.

A record of the incident will be sent to CIW and logged by the playgroup.

**This policy will be reviewed annually.**

**Date last reviewed: 03.08.20**

