



Missing & Uncollected Child Policy

Policy	Missing & Uncollected Child Policy
Organisation	Elevated Up CIC, Unit 2 Winster Grove, Birmingham, West Midlands, B44 9EG (Company No. 16143711)
Version	1.0
Approved by	Board of Directors
Date approved	June 2026
Date of next review	June 2027
Policy owner	Designated Safeguarding Lead

1. Purpose

This policy sets out what we do to keep children safe if a child goes missing during one of our activities, or is not collected on time. It is especially important for our holiday clubs and children's sessions.

2. Preventing children going missing

- We take a register at the start of every session and sign children in and out.
- We keep safe staffing ratios and supervise children at all times.
- We carry out regular headcounts, especially during transitions and any off-site activity.

3. If a child goes missing

1. The session lead is alerted immediately and a search of the premises and grounds begins.
2. Remaining children are accounted for and kept safe and supervised.
3. The Designated Safeguarding Lead is informed and the parent or carer is contacted.
4. If the child is not found quickly, we call the Police on 999.
5. We record what happened, review it afterwards, and act on any lessons learned.

4. If a child is not collected

1. The child is kept safe and supervised by staff – we never leave a child alone or send them home alone.
2. We contact the parent, carer and any emergency contacts.
3. If we cannot reach anyone after a reasonable time, the DSL follows our safeguarding procedure and contacts children's services for advice, in line with Birmingham's Right Help, Right Time guidance.
4. We record the incident and the actions we took.



5. Collection arrangements

We agree at registration who is allowed to collect each child. If anyone unexpected arrives to collect a child, we check with the parent or carer before letting the child leave, using a password or identity check where this has been agreed.

Our safeguarding contacts

Designated Safeguarding Lead (DSL): Emma Hobbis, Director – emma@elevatedup.org, 07759 036050

Deputy Safeguarding Lead: Rose Brain – rosebrain23@gmail.com, 07986 353165

Birmingham Children's Advice and Support Service (CASS): details on our safeguarding contacts sheet. · Emergency: 999.

6. Review

This policy is reviewed every year.

Approval

Approved on behalf of the Board of Directors:

Emma Hobbis

Director, Elevated Up CIC

Date approved: June 2026