

## Allsorts Uncollected and Lost Children and Vulnerable Adult Policy

### 1. DEFINITIONS AND ABBREVIATIONS

The following definitions, abbreviations and acronyms are used in this policy:

- **Child** or **children** refers to someone aged under 18.
- **Staff** and **staff members** means all Allsorts employees, support workers and volunteers (including trustees).
- **Vulnerable adult** refers to someone who is, or may be in need of community care services by reason of disability, age or illness; and who may be unable to protect him or herself against significant harm or exploitation. This definition of an adult covers all people over 18 years of age.

### 2. INTRODUCTION

#### 2.1 ACCESS TO INFORMATION

If you require this information in any other accessible format please contact:

Allsorts  
Unit 9  
Brunel Mall  
Stroud, GL5 2BP  
01453 750474  
[info@allsortsglos.org.uk](mailto:info@allsortsglos.org.uk)

#### 2.2 THE PURPOSE OF THIS POLICY

The purpose of this policy is to set out the procedure to be used when children or vulnerable adult in our care are not collected from an activity; or for situations where a child or vulnerable adult goes missing when in our care.

### 3. GENERAL APPROACH AND PRINCIPLES

- 3.1 It is essential that up-to-date information is held on each child and vulnerable adult who is left in our care. If up-to-date information is not available then the person in charge of the activity will not allow that person to be left within our care.
- 3.2 In instances where children or vulnerable adults are uncollected, the person in charge of the activity should ensure that the distress caused to the individual is minimized as far as possible.

#### 4. STEPS TO TAKE WHEN A CHILD OR VULNERABLE ADULT IS NOT COLLECTED

- 4.1 Two members of staff should remain behind at the activity. The child or vulnerable adult should not be left with one staff member alone.
- 4.2 All contact details held on the Short Break Participant form should be used to try to make contact with any parents or carers connected with the child or vulnerable adult.
- 4.3 Staff should wait for 30 minutes at the activity for the individual to be collected.
- 4.4 Once thirty minutes has passed, the Social Services Duty Officer should be informed on 01452 614194. The advice from the duty officer should be followed by Allsorts staff and volunteers.
- 4.5 Under no circumstances should a child or vulnerable adult be taken to a volunteer or staff member's home.

#### 5. STEPS TO TAKE AFTER A FAILURE TO COLLECT A CHILD

- 5.1 Any failure to collect a child under 8 must be reported to OFSTED.
- 5.2 Any failure to collect a child or vulnerable adult, must be recorded in a full, written report, which is given to Allsorts DSL or Deputy DSL who will then decide on next steps.

#### 6. LOST CHILDREN

- 6.1 If a child is found to be missing during an activity, regardless of the length of time they have been missing for, the situation should be reported immediately to the person in charge of the activity.
- 6.2 All staff must work to find the child as a matter of urgency, but without creating an unsafe situation for other children in their care.
- 6.3 In cases where an external venue is being used, all staff at the venue must be notified immediately.
- 6.4 If an initial search is unsuccessful, the police should be contacted, and parents informed.
- 6.5 Following any cases of children becoming lost, a full incident report must be completed, and resourcing and risk assessment procedures for the activity fully reviewed.
- 6.6 Some incidents may be reportable to RIDDOR or Ofsted. All incidents are to be reported to the management team who will take next steps with regard to reporting.



Date approved and adopted	October 2012
Last revision date	June 2013 March 2017 September 2018
Next due revision date	September 2019
Initial of last staff alteration	GB