

## **SHARP**

### **Procedure in the Event that a Child is Not Collected from the Programme Before Closing.**

1. If a child is not collected from the programme before closing, two adults will stay with the child at the programme for 15mins after closing time and the Coordinator will be notified. The Supervisor will attempt to contact the parent/ caregiver or the child's alternative contact.
2. If the Supervisor has been unable to contact the parent/ caregiver or the child's alternative contact and it is more than 45mins after the programmes closing time a note (including the Supervisors/ coordinators cell phone number and details of the child's whereabouts) will be left on the door of the programme and the child will be transported by both the adults to the child's home address to establish if suitable care is available at the child's home.
3. If suitable care is not available at the child's home the child will be transported to the central police station and left in the care of the police.