

ALL SAINTS BEFORE & AFTER SCHOOL CLUB

Uncollected Children

Our Club has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

At the end of every session, the Club will ensure that all children are collected by a parent, carer or designated adult. If for some reason a child is not collected at the end of a session and the Club has not been informed of any delay, then the following procedures will be activated.

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Manager will be informed.
- The Manager will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answerphone requesting a prompt reply. If a parent, carer or designated adult is contacted and is delayed due to a situation out of their control. Then the child will remain in the setting until the authorised person arrives.
- While waiting to be collected, the child will be supervised by the Manager or Deputy who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Manager will call the local social services department for advice.
- In the event of the social services being called and responsibility for the child being passed to a child protection agency, the Manager will attempt to leave a further telephone message with the parent/carers or designated adults' answerphone. Furthermore, a note will be left on the gate of the Club's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local social services department.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the Club's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.

- The child will remain in the care of the Club until they are collected by the parent, carer or designated adult, or alternatively placed in the care of social services.
- Incidents of late collection will be recorded by the Manager and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that late collection will result in the imposition of a fine, and in the case of persistent late collection the loss of their child's place at the Club.

This policy was adopted by the Management Committee.

**Date : May 2008/September 2009/January 2011/January 2013/January 2015/
January 2017/January 2019/ January 2021**

Review Date : January 2023

Agreed & Signed By : (Manager)

..... (Chairperson)