

**Out of School Club**

**Uncollected Children Policy**

Out of School Club endeavors to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has not notified us that they will be delayed, we will follow the procedure set out below:

After 5.30pm

* The parent or carer will be informed that penalty fees will have to be charged.
* If there is no response from the parent or carer, messages will be left requesting that they contact the Club immediately. Staff will then try to contact the emergency contacts listed on the child’s registration form.
* While waiting to be collected the child will be supervised by a member of staff.

At 5. 50pm

If the manager has been unable to contact the child’s parents, carers or emergency contacts by 5.50pm, the manager will contact the Social Care team for advice.

The child will remain in the care of the Club’s staff, on the Club’s premises if possible, until collected by the parent or carer, or until placed in the care of the Children’s Services Team.

Managing persistent lateness

The manager will record incidents of late collection and will discuss them with the child’s parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may lose their place at the Club.

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| This policy was adopted by: Preston Grange Primary School | Date: |
| To be reviewed:  | Signed: |

Written in accordance with the statutory Framework for the Early Years Foundation Stage (2001):

Safeguarding and Welfare Requirements: Information for parents and carers [3.74]