



13: Uncollected child/ Late collection policy

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

It is the responsibility of all parents/carers to ensure that their child is collected at the agreed time by an authorised person.

Should a child not arrive at the designated collection point, and the parent has not informed the Club that they will not be attending, the play worker will check with the child's teacher or the school secretary to see if they have attended school. If they are informed the child has been absent for that day, they will not be included in the register.

Should a child be on the school register but not at the designated collection point and unable to be found within the school premises, the parent/carer will be contacted immediately.

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 persistent late collection may result in the imposition of a fine or the loss of their child's place at the setting.

Should a child not be collected from the club at the designated collection time, the parent/carer will be contacted by telephone. During this time your child will be cared for in a usual way with minimum two staff present at all times. If a parent/carer or other emergency contact cannot be contacted to collect the child then the Social Services Department will have to be informed. Staff should ring Children's First Response on 0161 912 5125 and the emergency team number is 0161 912 5020. Staff should follow the information provided.

November 2020