

## **Uncollected Child Policy**

### **Policy Statement**

Our setting is committed to ensuring the safety and wellbeing of all children in our care. In the event that a child is not collected by an authorized adult at the end of a session/day, we implement specific procedures to ensure the child's safety. The child will be cared for by qualified, experienced practitioners who are familiar to them, maintaining the highest standard of care to minimize any distress.

### **Required Information**

Upon enrollment, parents must provide the following information on our Registration Form:

- Full names, addresses, and telephone numbers of all adults authorized to collect their child (including childminders and grandparents)
- Details of all persons with parental responsibility
- Information regarding any persons who do not have legal access to the child

### **Parent/Guardian Responsibilities**

1. Inform the setting of any changes to their usual contact details or availability
2. Notify the setting if they will not be at their usual contact location
3. Provide written details (name, address, telephone number) if someone different will collect their child
4. Agree with staff on how to verify the identity of alternative collectors
5. Contact the setting immediately if they are delayed or unable to collect their child

### **Standard Collection Procedures**

1. Staff will check the child's file for any changes to normal collection routines
2. Only authorized persons listed on the Registration Form may collect children
3. Parents must inform us of any changes to collection arrangements in advance

### **Emergency Procedures**

If a child remains uncollected at the end of the session:

1. **\*\*First 60 Minutes:\*\***
  - Check child's file for updated collection information
  - Contact parents/carers using all available contact numbers
  - Contact all authorized collectors listed on the Registration Form
  - Make continuous attempts to reach all emergency contacts
2. **\*\*After 60 Minutes:\*\***
  - Contact local authority MASH team (03004560108)
  - Two staff members will remain with the child
  - Social Care Team will attempt to locate parents/relatives
  - If unsuccessful, the child will be placed under local authority care

### **Important Notes**

- Staff are prohibited from:
  - Leaving the premises to search for parents
  - Taking children to their own homes
  - Releasing children to unauthorized persons

### **Documentation and Reporting**

- All incidents will be fully documented in the child's Chronological report on MyConcern
- Relevant authorities may be notified:
  - DSAT – Trust DCEO and DSL, Jo Hicks

**Additional Provisions**

- For children in wrap-around care, additional charges may apply for extra staff hours
- Parents/carers attending groups, sessions, or drop-ins are responsible for their children at all times

Review Date

Next Review: Autumn 2026

## Insurance

Insurance cover is provided by the School's Insurance Policy.

## Dismissal at end of session

Parents can collect their children at any time during the clubs opening time. It is the responsibility of the member of staff who answers the bell to make sure that parents have received their children and all relevant information has been passed on to the parent/carer.

It is the responsibility of Parents/Carers and Children to make sure that all their personal belongings have been collected from the After School Club and taken at the end of the day. It is the responsibility of the staff on duty to ensure that any finished work goes home with the child at the end of the day.

Parents/Carers need to exit the school via the external door, which leads to Tanners Lane. In the event that the After School Club is not in the building when a parent comes to collect their child, a member of our admin team will be on hand for collection. It is the responsibility of the After School Care Manager when leaving the building to make sure that all relevant information is taken with them including:

- Contact details
- Inhalers/ prescribed medication
- First aid kit
- Dismissal sheets
- Accident book
- Mobile phone
- Children's belongings if near their collection time.

There is a late collection fee for every 15 minutes of lateness. Parents

should:

- Make sure that the Parent information is updated with the correct emergency contact details.
- Make sure that all medical and allergy information is current and updated when necessary.
- Collect children promptly at the end of each session/day.
- Communicate clearly with staff, keeping them informed of any changes in arrangements.
- Be aware that payment is still required for all sessions booked even if their child/children are absent.
- Understand that late collections incur additional charges.
- Make arrangements for a family member, friend or designated person on the contact list to collect their child in the event that they are unable to do so.

Reviewed: Autumn 2024

Review: Autumn 2026