



THE WHITE ROSE FEDERATION

UNCOLLECTED CHILDREN POLICY – OUT OF SCHOOL CLUB

Document Status			
Date of adoption by the Governing Body		Date of next review	
Spring 2024		Spring 2026	
Responsible officer			
J. Marwood			
Signed:			
Headteacher	S. MacDonald	Chair of Governors	A. Burr & A. Edwards

Links to Other Policies	

Out of School Club (Wraparound Care)

Uncollected Children Policy

The federation endeavours 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:

Up to 15 minutes late, after the closure of the club

- When the parent or carer arrives, they will be reminded that they must call the Club to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged (unless the delay was genuinely unavoidable).

Over 15 minutes late, after the closure of the club

- If a parent or carer is more than 15 minutes late in collecting their child, the manager will try to contact them using the contact details on ScholarPack.
- If there is no response from the parent or carer, messages will be left requesting that they contact the Club immediately. The manager will then try to contact the emergency contacts listed on the child's record.
- While waiting to be collected, the child will be supervised by a member of staff.
- When the parent or carer arrives, they will be reminded that they must call the Club to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

Over 30 minutes late, after the closure of the club

- If the manager has been unable to contact the child's parents or carers after 30 minutes, the manager will contact the Executive Headteacher or Head of School for advice. A member of the leadership Team will call NYC Social Care.
- 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 Social Care team.

Managing persistent lateness

The manager will record incidents of late collection on CPOMS 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.

Useful contacts

NYC Social Care: 01609 534521

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare Requirements: Information for parents and carers [3.73]*.