



Essex After School Clubs

Uncollected Children Policy

Uncollected Children

Essex After School Clubs 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, in accordance with the Arrivals and Departures policy. *(EYFS Requirement 3:62 Providers must only release children into the care of individuals who have been notified to the provider by the parent, and ensure that children do not leave the premises unsupervised.)* If for some reason a child is not collected at the end of a session, 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 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.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them support and reassurance.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 40 minutes has elapsed, the Manager will call the local children's social care services department for advice on:

01708 433 222

- In the event of the children's social care 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/carer or designated adults' answerphone. Furthermore, a note will be left on the door 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 children's social care 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 children's social care 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 persistent late collection may result in the imposition of a fine or the loss of their child's place at the Club.

Late fees

There is a late collection fee after the time that the club closes. Please see parents registration forms and contract for further information. Late fees are charged as a deterrent as the after school club has to vacate the school building promptly each day.