



North Curry Heron Club Wrap Around Care Uncollected Children Policy

Breakfast and After School Club will ensure that all children are collected by a parent/carer at the end of each session, or any other emergency contact as detailed on the Data Collection Form. If a child is not collected at the end of a session, and the parent/carer has **not** notified us that they will be delayed, we will use the following procedures:

Up to 15 minutes late

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

Over 15 minutes late

- If a parent/carer is more than 15 minutes late in collecting their child, the Breakfast and After School Club leader will try to contact them using the contact details on file.
- If there is no response from the parent/carer, messages will be left requesting that they contact the Club immediately. The Breakfast and After School Club leader will then try to contact the emergency contacts listed on the child's Data Collection Form.
- While waiting to be collected, the child will be supervised.
- When the parent/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

- If the manager has been unable to contact the child's parents/carers after 30 minutes, the Breakfast and After School Leader will contact Children's Social Care for advice.
- The child will remain in the care of the Club's staff on the school/club premises, until collected by the parent/carer, or a nominated adult [nominated by the parent/carer] or until placed in the care of Children's Social Care.

Managing persistent lateness

The Breakfast and After School Leader will record incidents of late collection and will discuss them with the child's parents/carers. Parents/carers will be reminded that if they persistently collect their child late, they may lose their place at the club.

Late collection will result in a fine of £10.00 per child in addition to being charged the full hourly session.



Useful numbers

Police: 111

Social Care: 0300 123 2224

This policy was adopted by the full governing body.	Date:
To be reviewed:	Signed: