Tollesbury School

TOLLESBURY SCHOOL'S EXTENDED SCHOOL PROVISION

Uncollected Children Policy

This policy was adopted by the Governing Body in February 2025
It will be reviewed as part of the
monitoring and evaluation cycle in 2026/2027

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Uncollected Children Policy

Larks' and Owls' clubs endeavour 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

- 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

- If a Parent or Carer is more than 15 minutes late in collecting their child, the leader will try to contact them using the contact details on file.
- If there is no response from the Parent or Carer, messages will be left requesting that they contact the club immediately. The leader will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, the child will be supervised by at least two members 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.

Over 30 minutes late

- If the manager has been unable to contact the child's Parents or Carers after 30 minutes, the manager will contact the local Social Care team for advice.
- The child will remain in the care of two 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.
- If it is not possible for the child to remain at the club's premises, a note will be left on the door of the club informing the child's Parent or Carer where the child has been taken (e.g. to the home of a staff member or into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the Parent or Carer's telephone explaining events.

Managing persistent lateness

The leader will record incidents of late collection 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:

Local children's social care: 0845 603 7627

Out of hours number social care: 0845 606 1212

This policy was adopted by: Tollesbury FBG on behalf of Larks and Owls Club	Date:27th February 2025

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2012): Safeguarding and Welfare Requirements: Information for Parents and Carers [3.72].*