



Uncollected Children Policy

Bakewell Methodist Junior School After School Club

2023

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Bakewell Methodist Junior School's After School Club 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:

5 – 30 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 may have to be charged.
- Parent or carer will be contacted by the manager 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 manager will then try to contact the emergency contacts listed on the child's registration form and notify the headteacher.
- While waiting to be collected, the child will be supervised by the After School Club worker. The caretaker or another member of staff will remain on site until the child has been safely collected.
- 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 may to be charged for repeated delays.

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 Starting Point for advice. 01629 533190
- The child will be supervised by the After School Club worker. The caretaker or another member of staff will remain on site until the child has been safely collected, or until placed in the care of the Social Care Team. The Headteacher will be informed.
- Under no circumstances will staff go to look for parents or take the child home with them.

Managing persistent lateness

- The manager 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

Starting Point 01629 533190

Buxton Social Care 01629 531082

Duty Social Worker -01629 531097 or 531067

[After-school clubs, community activities, and tuition - safeguarding guidance for providers
\(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/After-school_clubs_community_activities_and_tuition_-_safeguarding_guidance_for_providers.pdf)