

# THE VINE INTER-CHURCH PRIMARY SCHOOL



## BREAKFAST AND AFTER SCHOOL CLUB UNCOLLECTED CHILD POLICY

Policy Development: September 2022

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Policy Review: December 2023

Impact on Vision – So many Hearts make a School

The Vine After School Club Uncollected Child Policy aims to provide clear and fair guidelines on the steps that will be taken should a child be uncollected. We aim to do this with compassion and understanding and a desire for the best outcomes for all concerned.

If a child is not collected by an authorised adult at the end of a session, The Vine After School club will put into practice agreed procedures. These ensure that the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their child/children will be properly cared for.

#### Procedures

- Parents/carers of children starting at The Vine After School Club are asked to provide the following specific information which is recorded on our Registration Form:
- Home address and telephone number – if parents/carers do not have a telephone an alternative number must be given, perhaps a neighbour or close relative.
- Place of work, address and telephone number (if applicable).
- Names, addresses, and telephone numbers of adults who are authorised by the parent/carers to collect their child from the setting, for example a childminder or grandparent.
- The name of the person who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.
- On occasions when parents/carers are aware that they will not be at home or in their usual place of work, we ask that they inform us in writing of how they can be contacted.
- On occasions when parents/carers or the persons normally authorised to collect the child are not able to, we ask that they provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child, e.g., agreeing a password
- Parents/carers are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. After 6pm, additional charges are incurred, as set out in the Breakfast and After School Club policy.
- We provide parents/carers with our contact telephone number.

If a child is not collected within 15 minutes of the end of the session, we follow the following procedures:

- The child's file is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.

- If this is unsuccessful, the adults who are authorised by the parents to collect their child from After School Club and whose telephone numbers are recorded on the Registration Form – are contacted.
- All reasonable attempts are made to contact the parent/carers or nominated carers.
- The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
- If no-one collects the child after 30 minutes and there is no-one who can be contacted to collect them, we apply the procedures for uncollected children.
- We contact our local authority children's social services care team: 0345 045 5203 and the Headteacher will be contacted
- The child stays at The Vine After School Club in the care of two fully vetted workers until the child is safely collected either by a parent/carer/authorised collector, or by a social care worker.
- Social Care will aim to contact a relative. If they are unable to do so; the child will become looked after by the local authority.
- Under no circumstances will staff go to look for parents, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parent/carers for the additional hours worked by our staff. Parents/carers will be informed that persistent late collection may result in the imposing of a fine or the loss of their child's place at the club.