



## **Late Collection of Children Policy**

**Our scheme has the highest regard for the safety of the children in our care- from the moment they arrive to the moment they leave.**

**It is the responsibility of all parents/carers to ensure that their child is collected at the agreed time by an authorised, responsible person, in accordance with the Arrivals and Departures policy.**

The aim of this document is to address the issue of children being collected after the official end of After School and Holiday Clubs sessions.

School's Out Henleaze requires that there is a specific period after the children have been collected to allow staff to clear up. Late collection therefore means that staff members must stay late, which incurs extra costs and inconvenience. Parents arriving late might cause us to over-run on our official letting period and therefore jeopardise relationships with our venue providers.

If a child is collected during the 15 minutes after the session has finished three times, the family will automatically be issued with a £10 fine.

If a child is collected 15 minutes after the session has finished, the family will automatically be issued with a £10 fine, increasing by £10 for every additional 15-minute period entered.

If a family gets three fines in a year, the Management Committee will review the family's membership of the scheme and the place may be withdrawn.

We reserve the right to pass on any additional charges made by the venue.

The Manager will notify the administrator, who will send invoices directly to parents.

If there are unavoidably delayed, parents must ring the Managers on the following numbers, so that arrangements can be made for the care of the child(ren).

Holiday Club: 07847 479 626  
After School Club: 07847 479 626

### **Late collection should be an exception, rather than the rule.**

- If a child is not collected at the agreed time, staff will try to contact the parent/carer by telephone to find out why they are late. If unsuccessful, the emergency contact(s) will be telephoned and asked to collect.
- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Manager will be informed.



- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, as a very last resort, the manager will call the local social services department for advice 2 hours after setting closes.
- In the event of the social 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/carers or designated adults' answerphone. Furthermore, a note will be left on the door of the setting'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 social services department.
- The child will remain in the care of the setting until they are collected by the parent, carer or designated adult, or alternatively placed in the care of social services.
- A late book is kept at the setting and action will be taken if a child is not collected and no prior arrangement has been made.
- 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 setting.

## **Collection of Children**

The setting holds a list of people who are authorised to collect each child. Under no circumstances can children leave the premises with any other person unless prior arrangements have been made and the Manager has knowledge of this. This can be either through photographs of intended people to collect child or the use of a password.