



# Uncollected Children Policy

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<b>Next Review date</b>	April 2018
<b>Review Cycle</b>	3 Years
<b>Statutory Policy</b>	No

## Uncollected Child Policy

The Small Schools Multi Academy Trust 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:

### Up to 15 minutes late

- When the parent or carer arrives they will be reminded that they must call the relevant school or Care Club number to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged for Care Club (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 without prior notice, the Trust 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 relevant school or Care Club immediately. The Trust 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 relevant school or Care Club to notify us if they are delayed, and that penalty fees will have to be charged for Care Club (except in exceptional circumstances).

### Over 30 minutes late

- If the Trust has been unable to contact the child's parents or carers after 30 minutes, the Trust will contact the local Social Care team for advice.
- The child will remain in the care of two of the Trust's staff, on the Trust'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 Trust's premises, a note will be left on the door of the relevant school 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 Trust will record incidents of late collection and will discuss them with the child's parents or carers. Persistent lateness may be dealt with under safeguarding procedures.

Care Club Parents and carers will be reminded that if they persistently collect their child late they may lose their place.

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014)*:  
*Safeguarding and Welfare Requirements: Information for parents and carers [3.73]* .