

Breakfast Club & The After School Club

Uncollected Children Policy

Breakfast Club & The 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:

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 manager 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 manager 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 (except in exceptional circumstances).

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.
- The club leader will contact the DSL in school.

Managing persistent lateness

If you are late on more than one occasion you will incur an additional fee towards staffing costs, which will take account of staff overtime, site manager overtime and running costs

The late fee charge will be: £3.00 for the first 15 minutes (up to 6pm) then £5.00 for every 15 minutes after that per child.

Useful contacts

Mash(Multi Agency Safeguarding Hub): [023 8083 3000/023 8083 3336](tel:02380833000)

Out of hours contact: [023 8023 3344](tel:02380233344)

LADO (Local Authority Designated Officer): [Sue Sevier email: LADO@southampton.gov.uk](mailto:SueSevier@southampton.gov.uk)

LSCB (Local Safeguarding Children Board): [023 8083 2995 email: lscb@southampton.gov.uk](tel:02380832995)

Ofsted: 0300 123 1231

Police: [999 / 0845 045 4545](tel:999)

NSPCC: 0808 800 500

This policy was adopted by: Full Governing Body	Date: 11.10.2019
To be reviewed: 16.05.2021	

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information for parents and carers [3.73].