

St. Bernard's Extra

"Before & After" School Club

Victoria Park Avenue, Lea, Preston. PR2 1RP

Tel 01772 728153

Mobile No: 07495018123

Ofsted 119449



UNCOLLECTED CHILDREN POLICY

Parents/carers must ensure that their children are collected promptly at the end of the session. If they are going to be late they must contact the staff on either the school telephone number or on the Club mobile phone.

If the mobile telephone is not answered then they must leave a message and the Leader will check on arrival prior to the session and during the session.

In the event of a child not being collected at the end of session the following procedures will be followed:

- The child will be reassured
- The Leader will try and contact parents/carers on the emergency numbers submitted on the Admissions Form
- After 15 minutes of trying to contact the parents/carers the Leader will then try other Emergency contact numbers given on the Admissions Form
- If the Leader is unable to contact anyone, s/he will continue to try to contact parents/carers of emergency contacts at 5 minutes intervals until the child is collected
- Staff will not release a child into the care of another adult until they have spoken to the parent/carer, even if the collection is late
- Staff will not allow any child to go home alone unless consent from a parent/carer has been given.
- Staff will not escort or take children home
- The Leader will inform a Director of the Company about the uncollected child and support will be offered if requested
- If the Leader has not been able to make contact with a parent or another contact number from the pupil's contact list 15 minutes after the end of session and there is a genuine concern then children's services/local police will be contacted for advice.

Staff will keep a clear record of all children who are not collected at the end of each session

If children are collected late then parents/carers will be charged at the rate of £5.00 per 15 minutes to cover the extra costs incurred in terms of staff wages and premises hire charges.

Parents/carers are made fully aware of this charge when they complete the initial Data Form

Lea Police Station 01772 209441 / 101

Children Services 0300 123 6720