

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 the Club mobile phone. If the mobile telephone is not answered then they must leave a message and the Supervisor 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 that they have not been forgotten
- 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 10 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 a child to go home alone even with telephone consent from a parent / carer. If the parent / carer wishes for a child to walk to or from Jimmy Grimboll's the Over 11's form must be completed and checked with the Management Team before the child can be allowed to do so. This privilege is only allowed for those 11 plus.**
- **Staff will not escort or take children home**
- **The Supervisor will inform the Management Team about the uncollected child and support will be offered if requested.**
- **If nobody comes to collect the child at all and no contact can be made with the parents, the Child Intergrated Services and the Police will be contacted.**

Staff will keep a clear record of all children who are not collected at the end of each session (both short and long sessions).

If children are collected late on a regular basis, i.e. more than twice, then parents / carers will be charged at the rate of £2.00 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 Application Form and this information is also published in the Club Brochure.