



Out of School Club: Uncollected Child Policy

Date of policy:	May 2011	Signed:	Head Teacher Chair of Governors
Review date:	May 2012	Signed:	Head Teacher Chair of Governors
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At Myrtle Park Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Myrtle Park Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.



Principles

Children's safety and welfare are the key priority of the care club.

This policy sits within the school's safeguarding framework.

Actions if a child is not collected after a session

If a child has not been collected at 6.00pm the following procedures are carried out:

- The manager will phone parents or carer to see where they are.
- If parents cannot be contacted the manager will arrange for the remaining emergency contacts to be phoned in order.
- In each case a message will be left if the phone is unanswered.
- The Headteacher or in their absence their deputy is informed.
- If we are not able to make contact staff will carry on attempting to contact parents or other contacts.
- Two members of staff will always be present at the setting until the child is collected.
- If the child is not collected within 30 minutes (or earlier at the manager's discretion) the police will be informed.
- The incident will be recorded in the log book.
- Late collection fees will be applied in accordance with the Fees and Charges Policy.

Measures to ensure that we are well prepared

- Scrupulous records are kept.
- Emergency contacts are checked every six months
- Parents are reminded regularly of the charging policy
- A photo of each child is kept on the child's file (to be arranged)
- The manager will have access to the school's SIMS contact records for the child.

Monitoring and Review

This Policy is reviewed on an annual basis or earlier if need arises.

