

# ASK CLUBS

## 06. Uncollected Children Policy

ASK Clubs 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 ASK Clubs 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, we 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 ASK Clubs immediately. We 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.
- When the parent or carer arrives they will be reminded that they must call ASK Clubs 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 we have been unable to contact the child's parents or carers after 30 minutes, we will contact the local Social Care team for advice.
- The child will remain in the care of ASK Clubs staff, on ASK Clubs 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 ASK Clubs premises, a note will be left on the door of the Club 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

We will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they are persistently late in collecting their child, they may lose their place at ASK Clubs.

### Useful contacts

LB Hounslow Child Protection Line: 020 8583 3200 Out of hours contact: 020 8583 3400

This policy was adopted by: ASK Clubs	Date: 05/01/21
To be reviewed: 05/01/22	Signed: Mark Stewart