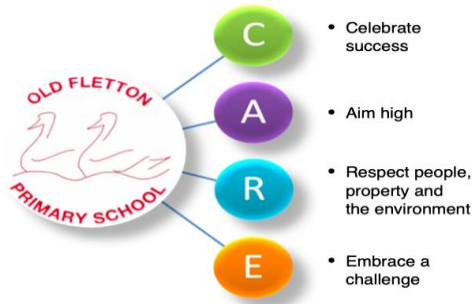


Telephone: 01733 554457
Fax: 01733 352917

www.oldfletton.org.uk



London Road
Old Fletton
Peterborough
PE2 9DR

Headteacher: S Levy
Deputy Headteacher: N Dickson

Old Fletton Primary School Club **Uncollected children Policy**

Old Fletton Primary School Club will take all necessary steps to safeguard and promote children's welfare. The Club will ensure that all children are collected by a parent/carer at the end of each session in accordance with the drop off and collection terms and conditions stated on the booking form when registering your child. If a child is not collected, and the parent/carer has not notified us that they will be delayed, we will follow the procedure set out below: In all situations where a child is not collected, the Headteacher or the Deputy Headteacher will be informed immediately, either in person or by telephone.

Procedure Up To 18:15

- Old Fletton Club staff will remind the parent/carer when they arrive, that they are to call the school to notify them that they are delayed avoiding further action.
- The parent/carer will be informed that penalty fees will have to be charged, in-line with the signed booking form terms and conditions.

Procedure After 18:15

- If a parent/carer is more than 15 minutes late, a member of staff will attempt to call them, using the contact details provided on their file.
- If there is no response from the parent/carer, a message will be left, requesting that they contact the club immediately.
- The club manager will then try calling the authorised people on the emergency list provided on the child's booking form.
- While waiting to be collected, the child will be supervised by at least two members of staff.
- When the parent/carer arrives to collect the child, they will be reminded to contact the club if they are delayed and that they will be charged the late collection fee in-line with the signed booking form terms and conditions.
- The Headteacher/Deputy Headteacher will be informed.

Procedure After 18:45

- If the club manager is unable to contact a parent/carer/emergency contact after 45minutes of trying, the manager will inform the designated safeguarding lead and Headteacher. If deemed appropriate, we will contact the local Social Care Team/ Police for advice.
- The child will remain in the care of two members of staff, on the school/Club premises, if possible, until they are collected by a parent/carer, or until placed in the care of the Social Care Team/Police.
- If the parent/carer have not been to collect or staff have not heard from them and it is after 18:45, the child will be placed in the care of the Social Care Team/ Police. A note will be left on the door informing the child's parent/carer where the child is, and it will include a contact number. A further message will be left on the parent/carer's telephone explaining events.

Managing Persistent Lateness

- The manager will record any incidents of lateness of collection and discuss these with the child's parent/carer.
- If the parent/carer collects late on more than two occasions within the same academic year, a written warning will be issued.
- Failing to collect on time on more than three occasions will result in your child's childcare space being lost.
- In the very unusual event, if two members of staff (for safeguarding), are required to deliver your child/ren home, an additional fee of £50.00 will be charged to cover the time of the staff and the expenses incurred due to travel. If this was to repeat for a second time, your child will lose their space in our before and after school club.