

15. Uncollected Children Policy & Procedure

15.1 Statement

Wyke Community and Children's Centre places child safety and welfare as its highest priority in line with our fundamental aim of helping children to develop and achieve more.

15.2 Implementation & Procedure

- We have an obligation to ensure a member of staff remains with any uncollected child at the end of a session.
- In the event of a parent/carer being more than 15 minutes late to collect their child, we will attempt to make contact with the parent or other emergency contacts using the emergency contact details held on record. The member of staff will try to ascertain the reason for the delay and a possible arrival time.
- If we are not able to make contact with the parent, we will wait for a further 30 minutes, if the child remains uncollected, as a last resort we will contact Children's Social Care and the Police to make arrangements for one of their officers to collect and take responsibility for the child (If this happens we will leave a telephone message for emergency contacts).
- The child will not be released to an unauthorised person. A child can only be released after verbal permission has been given by the parent/carer.
- We reserve the right to impose a fine of half a session per late collection, if persistent late collection occurs.

15.3 Roles and Responsibilities

The Fun-Care Out of School Co-ordinator and Nursery Manager are responsible for ensuring that this policy is understood and followed by themselves and their staff.