

Sedgeberrow Playgroup

Uncollected Children Policy

Sedgeberrow Playgroup will ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected at the end of a session, and the parent or carer has *not* notified us that they will be delayed, we will use the following procedures:

Up to 15 minutes late

- ✚ When the parent or carer arrives, they will be reminded that they must call the Playgroup 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, the manager 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 the Playgroup immediately. The manager 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 by at least two members of staff.
- ✚ When the parent or carer arrives, they will be reminded that they must call the Playgroup 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 the manager has been unable to contact the child's parents or carers after 30 minutes, the manager will contact the local Children's Services Access Centre team for advice.
- ✚ The child will remain in the care of two of the Playgroup's staff, on the Playgroup's 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 the Playgroup's premises, a note will be left on the door of the Playgroup informing the child's parent or carer where the child has been taken (eg 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

The manager 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 persistently collect their child late they may lose their place at the Playgroup.

Useful contacts

Family Front Door

01905 8222666 Monday to Friday 8.30am to 5.00pm

0905768020 (evenings and weekends)

This policy was adopted by: Sedgeberrow Playgroup	Date:30.08.2017
To be reviewed: 31.08.2022	Signed: C Malin

Written in accordance with the EYFS welfare requirements: *Safeguarding and promoting children's welfare.*