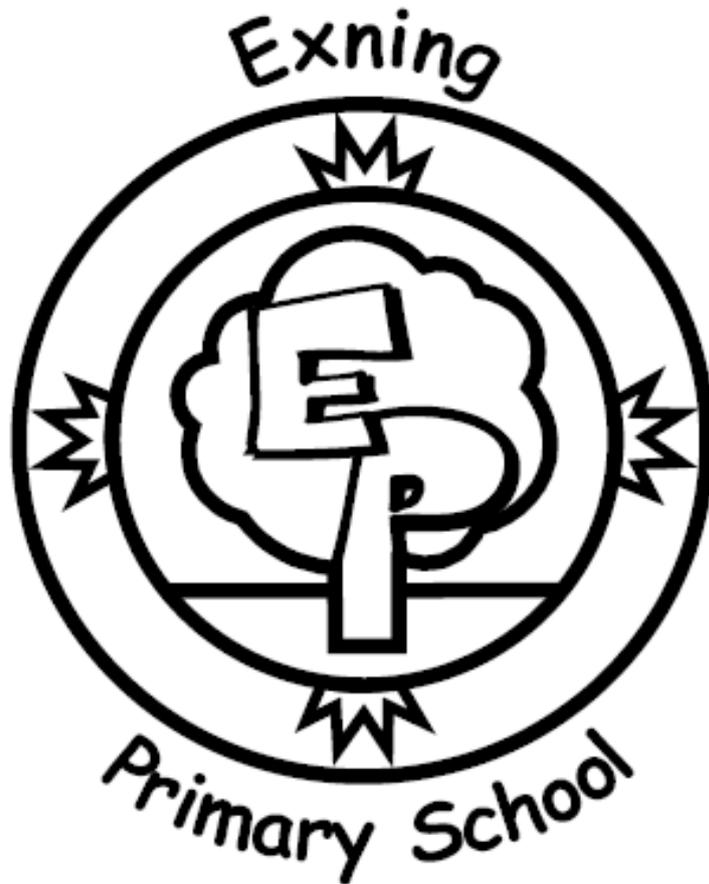


Exning Primary School



Exning Wrap-Around Care Club

Uncollected Child Policy

November 2014

**Exning Wrap-around Care Clubs
(After School and Holiday Club)**

Uncollected Child Policy

We expect children to be collected before the end of the session at 6pm. If this should not occur, and parents have not contacted Rachel Donald, we will assume an emergency has caused the delay and instigate the procedure below.

1. At 6.10pm, if not already present, Rachel Donald will be contacted on her mobile, to check there has not been a message and inform her of the situation.
2. Rachel Donald will carry out the rest of the procedure, if Rachel Donald is not contactable, the lead supervisor should conduct the rest of the procedure.
3. Attempt to contact the main carer.
4. Attempt to contact the rest of the numbers/ emergency contacts, leaving messages on answer machines or voicemail.
5. Repeatedly try to contact all given numbers every few minutes.
6. If the parent arrives, they should be informed that the late pick up charge will be added to this week's fees.
7. At 6.30pm, if not already present and if possible Rachel Donald will come to the Wrap-around Care Club and the Headteacher will be informed of the situation.
8. At this point a decision may be made to contact social services and/ or the police.
9. At 7.10pm if contact has not successfully been made to any contact numbers for the child the child may be taken home by either Rachel Donald or agreed senior member of school staff. The police/ social services will be informed of this.
10. The designated person will remain with the child until a resolution is reached.
11. A sign will be secured on the normal collection door stating:
A child has been uncollected today and has gone home after an hour wait with a member of staff. Please telephone (*relevant phone number*) immediately. The police/ social services have been informed.

This policy was agreed on _____

Signed on behalf of the Governing Body _____

Due for review on November 2017.