



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.09

Reviewed 6th June
2017

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Lost child & Late Collection Policy

Lost Child Policy -Child Missing at After School Club

If the child fails to arrive at the after school club in term-time

- Check with teacher and school secretary that the child had attended school that day.
- If child has been in school and is not at any other extra-curricular club or event, and has still failed to arrive at after school club, senior play leader / co-ordinator is to immediately contact the parent / guardian to establish child's whereabouts.
- If this proves fruitless, contact police immediately whilst setting up a group to search within the grounds and move to critical incident procedures.

Lost child on an outing

- If a child goes missing whilst on an outing establish details of last sighting with all staff and children.
- Call police immediately.
- Put critical incident procedure into action.
- Ensure arrangements are made to get rest of children back to site, but leaving key members of staff at location of incident.
- Complete information form for missing child (Form MC-001).

Late collections –Charging Policy and Procedure when a Parent/Guardian fails to collect a child

The Dell reserves the right to charge late fees in the event of a late collection. Because of our Safeguarding practices 2 members of staff are required to stay behind to look after the child. The fees charged are to cover the related costs of this additional staffing and are charged in 15 minute increments from 6pm. Please see our current fees for late charges.

At 6pm our registers close and charges will be made for every 15 minutes the parent or guardian is late i.e. if the club is due to finish at 6pm and the parent arrives at 6.12pm they will be charged a late fee. If they arrived at 6.25pm they would be charged 2x the late fee.

In the event of a parent / guardian failing to collect a child at the end of a session, the daily registers will close at 6pm and the child will be marked as uncollected. The senior play leader / co-ordinator must contact the parent / guardian immediately. The senior member of staff should request another member of staff to remain at the club in order to safeguard themselves.

When the parent or guardian arrive they should sign a late register indicating the collection time they have collected their child. Charges will be invoiced accordingly for any outstanding late fees.

We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.



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If all attempts to contact the legal guardians fail, then the emergency contact numbers must be used. Failing that and after a reasonable amount of time (i.e. an hour) has lapsed and contact has not been made or alternative arrangements secured The Trustees should be notified and the person in charge should contact the CSF Team (Children's Schools and Families) Client Services for further advice. Tel 0300 1234 043. At this stage The CSF will take over the situation and decide what happens next.

Policy adopted: 11th January 2006

Approved by:

Co-ordinator

Chair

Review Date:

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