



## Little Disciples Out of School Club

### ARRIVAL AND COLLECTION OF CHILDREN POLICY

#### ARRIVAL

- Parents must notify the Club within 24 hours regarding attendance / non-attendance of their child. Failure to give sufficient notice results in the full cost of the session being charged, unless there are exceptional circumstances.
- Play workers will collect the children from their individual classrooms.

#### COLLECTION

- Parents must collect their children by 5.15pm (6pm once CSSIW registration gained) at the latest.
- Parents must give the names of all persons authorised to collect their child on the registration form. Only persons named on this form will be able to take the child from the Club, unless prior arrangements in exceptional circumstances have been put in writing by the main contact for the child to the Club Manager. The Club also reserves the right to make additional checks if considered appropriate in these exceptional circumstances.
- Under no circumstances will a child be released to an unknown person.
- It is the responsibility of the parent / guardian to ensure that any changes to the named individuals who can collect their child are communicated to the Club Manager both in writing and verbally.
- The person collecting a child must approach a play worker so that play workers know who is being collected, and by whom, and can sign the children out.
- Daily attendance records are updated promptly with the time children are collected.
- If a parent/carer is late collecting their child, the Club reserves the right to make a charge of £15.00 for upto 15 minutes the parent is late, £30.00 for upto 30 minutes the parent is late and so on, to cover wages of staff who will be required to remain with the child(ren) until they are collected.
- In the case of a parent/carer failing to collect the child, the Club Manager calls the named contacts (including emergency contacts) to come to the Club to take the child home. In the event of no contact being made after 5 minutes of the club closing time, the Club Manager contacts the Duty Officer at Social Services to advise them of the situation, and take their advice on further action. The registered person/responsible individual is also informed.
- No child will ever be left unsupervised because a parent/carer has failed to collect them.
- If there are concerns when a child is collected that to hand over the child may be placing the child at some risk, the playworker seeks advice from a senior play worker/manager/designated child protection officer who will speak to the parent/carer, and do what is reasonable in the circumstances to safeguard the child's welfare. This may include asking the parent/carer whether another named contact is available to come and collect the child. In certain circumstances, the senior play worker/manager/designated child protection officer may inform the parent/carer that following handover, they will call the Social Services Duty Officer and that the Club's child protection policy may be implemented.

This policy was adopted by: Little Disciples OSC	Date: April 2016
To be reviewed: January 2017	Signed: <i>(Club Manager)</i>