



UNCOLLECTED CHILDREN POLICY

**Les Ateliers
60 Clancarty Road
SW6 3AA London**

Uncollected Children Policy - Les Ateliers

This policy was originally written on 1st September 2013, reviewed by trustees in September 2014, 2015, 2016, 2017 and 2018.

The policy is to be reviewed by the Trustees by September 2019.

Ce document est disponible en français sur demande.

Les Ateliers endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has *not* notified us that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late

- When the parent or carer arrives they will be reminded that they must call/email Les Ateliers to notify us if they are delayed.

Over 15 minutes late

- If a parent or carer is more than 15 minutes late in collecting their child, the **coordinator** 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 Club immediately. The **coordinator** will then try to contact the emergency contacts listed on the child's registration form.

When the parent or carer arrives they will be reminded that they must contact Les Ateliers to notify us if they are delayed. A note will be made in the Attendance Book and parents will be reminded that if they persistently collect their child late they may lose their place at Les Ateliers.

Over 30 minutes late

- If the coordinator has been unable to contact the child's parents or carers after 30 minutes, the manager will contact the local Social Care team for advice.
- The child will remain in the care of Les Ateliers staff, on the school 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 school's premises, a note will be left on the door of the school 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 coordinator will record incidents of late collection. The Administrators and the child's parents or carers will be automatically notified and reminded that if they persistently collect their child late they may lose their place at Les Ateliers.

Useful contacts

020 8753 6600 Hammersmith and Fulham Child Protection
020 8748 8588 (out of hours telephone number)

This policy was adopted by:	Date:
To be reviewed: September 2019	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Information for parents and carers [3.73]*.