



# Greystoke Primary School

Enabling our children to reach  
their full potential

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## **Uncollected Child Policy – Before & Afterschool Club**

Greystoke Primary School has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they leave.

At the end of the Afterschool Club, we will ensure that all children are collected by a parent, carer or designated adult. If for some reason a child is not collected at the end of the day, the following procedures will be activated:-

- Greystoke Before & Afterschool Club closes at 5.45pm. If, due to unforeseen circumstances, the person collecting the child is going to be late, they must contact the club as soon as possible on tel: 07549145613.
- If a parent, carer or designated adult is more than 15 minutes late in collecting their child without making contact with the club, the school's Senior Leadership Team will be informed.
- A call will be made to the parent, carer or designated adult, and use any other emergency contact details available in order to ascertain the cause for the delay and how long it is likely to last. Messages if necessary will always be left on any answerphone machine requesting a prompt response.
- While waiting to be collected, the child will be supervised by at least two members of staff.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult and the time reaches 6:30pm the school will contact Social Care Team for advice.
- In the event of Social Care Team being called and responsibility for the child being passed to them, the school will attempt to leave a further telephone message on the parents/carers answerphone. The same Information will be also be attached to the main school gate. This information will also reassure them of their child's safety and instruct them of the arrangements to contact the Social Care Team.
- Under no circumstances will a child be taken off the school premises by a member of staff or away from the school premises unless absolutely necessary, in the course of waiting for them to be collected.
- The child will remain in the care of the school until they are collected by the parent, carer or designated adult, or placed with the Social Care Team.
- Incidents of late collection will be recorded by the school and discussed with the parent, carer or designated adult at the earliest opportunity. Parents and carers will be informed that a 'Late Pick Up' of £1 per minute, will be charged in order to cover the costs associated with supervising the child. Continued late collections (more than 2 incidents) will be discussed with the school's Senior Leadership Team and may result in the withdrawal of the child's place at the club as well as a referral made to the Social Care Team.

