



The Dell
Out of School Club

Registered Charity No. 1038546

Policy No.

DP - 013

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Late Collection Policy

Procedure when Parent fails to collect a child

In the event of a parent / guardian failing to collect a child at the end of a session, the senior playleader / co-ordinator must contact the parent / guardian immediately.

If all attempts to contact the legal guardians fail then the emergency contact numbers must be used.

If after a reasonable amount of time (1 hour) has lapsed and no alternative arrangements have been made, notify the committee chairperson (if possible) before informing the local authority duty social worker of the situation.

At this stage the duty social worker takes charge of the situation and will decide what happens next.

Policy adopted: 4 July 2002

Approved by:

Co-ordinator

Chair

Review Date:

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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.