

Uncollected Child Policy

Munchkids has the highest regard for the safety of the children in our care - from the moment they arrive to the moment that they leave.

At the end of each session, the club will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Child Collection Policy. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Club Co Ordinator will be informed.
- The Club Co Ordinator will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Club Co Ordinator will call the local social services department for advice.
- In the event of the social services being called and responsibility for the child being passed to a child protection agency, the Club Co Ordinator will attempt to leave a further telephone message with the parent, carer or designated adults answer phone.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the club's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.
- The child will remain in the care of Munchkids until they are collected by the parent, carer or designated adult, or alternatively placed in the care of the social services.

Please be aware that late collection of your child(ren) will incur a penalty fee, as stated in the Admissions and Departure policy. The charges will be raised as follows:-

£5.00 per full 15 minutes, per child.

Agreed by committee

William Allen - Chairman MASC

December 2006