



## **Rush Common Before and After School Club Professional Practice Document (“PPD”) for Uncollected children**

Our Club has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they leave.

- 1) At the end of every session, the child should be picked up promptly at 5.00pm or 6.00pm if they have paid for an extended session and the Club will ensure that all children are collected by a parent, carer or designated adult, as stated in the ‘collections’ section of the ‘Information for Parents Booklet’. If for some reason a child is not collected at the end of a session, the following procedure will be activated:
  - If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the senior member of staff on duty will call the parent/carers and also use any other emergency contact number 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 to the B.A.S.C. mobile phone.
  - While waiting to be collected, the children 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/carers and a further 30 minutes has elapsed, the senior member of staff will inform the headteacher of the situation and telephone the police.
  - In the event of the social services being called and responsibility for the child being passed to a child protection agency, the senior member of staff will attempt to leave a further telephone message with the parent/carers or designated adult’s answer phone. Furthermore, a note will be left on the door of the Club’s premises informing the parent/carers/designated adult what has happened. The note will reassure them of their child’s safety and instruct them to contact the local social services department.
  - The child will remain in the care of the Club until they are collected by the parent/carers/designated adult, or by social services.
  - Incidents of late collection will be recorded by the senior member of staff and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the loss of their child’s place at the Club. A Charge will be made for late collection.



## 2) Review of this PPD

The Leadership Team reviews the PPD every 3 years. It may however review the PPD earlier, if required.

Approved by the Leadership Team on 9<sup>th</sup> February 2015

Signed.....

Headteacher

Review Date: February 2018