



St Vincent's Catholic Primary School

Hammersmith Gardens, Houghton Regis, LU5 5RG

Telephone: 01582 862456

Fax: 01582 863870

Email: stvincents@cbc.beds.sch.uk

Website: www.stvincentshr.org

Head Teacher: Mrs K Armstrong

Uncollected Children from Late Owl's Policy

Contents

	Page
The Policy	2
The Policy	3

"Jesus, be the centre of our lives"



St Vincent's Catholic Primary School

Hammersmith Gardens, Houghton Regis, LU5 5RG

Telephone: 01582 862456

Fax: 01582 863870

Email: stvincents@cbc.beds.sch.uk

Website: www.stvincentshr.org

Head Teacher: Mrs K Armstrong

Uncollected Children from Late Owl's Policy

Our club 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 every session, the club will ensure that all children are collected by a parent, carer or designated adult (at least 16 years old), in accordance with the Arrivals and Departures 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 10 minutes late in collecting their child, the Manager will be informed.

The Manager 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 answerphone 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 Manager will call the local social care department for advice. (The emergency duty team phone number is recorded at the end of this policy)

In the event of the social care being called and responsibility for the child being passed to a child protection agency, the Manager will attempt to leave a further telephone message with the parent/carer or designated adults' answerphone. Furthermore, a note will be left on the door of the club's premises, this note will ask the parents/carer to contact a (DSL) Designated Safeguarding Lead to be informed of the situation with their child. The note will reassure them of their child's safety.

"Jesus, be the centre of our lives"



St Vincent's Catholic Primary School

Hammersmith Gardens, Houghton Regis, LU5 5RG

Telephone: 01582 862456

Fax: 01582 863870

Email: stvincents@cbc.beds.sch.uk

Website: www.stvincentshr.org

Head Teacher: Mrs K Armstrong

The DSL in conjunction with advice from relevant staff will consider, bearing in mind the totality of the information held on a child, whether the lateness of the pick-up is an indicator of other safeguarding concerns or just a late pick up. If they feel it is necessary to do so a referral to social care will be made

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 the club until they are collected by the parent, carer or designated adult, or alternatively placed in the care of social care.

Incidents of late collection will be recorded by the Manager and discussed with parents/carers at the earliest opportunity. Parents/Carers will be informed that persistent late collection within a term will result in the following sanctions:

- *1st occasion: over 5 minutes late* *warning*
- *2nd occasion: over 5 minutes late* *£3.00 fine*
- *3rd occasion: over 5 minutes late* *£6.00 fine and meeting with Head Teacher*
- *4th occasion: over 5 minutes late* *loss of child's place at club for the remainder of the term.*

Please note we understand extenuating circumstances causing lateness may mean that sanctions are not followed.

Telephone number for Emergency Duty Team: (Children's care: Access and Referral Team) 0300 300 8585

"Jesus, be the centre of our lives"

The Diocese of Northampton in partnership with Central Bedfordshire Council