



Tall Stories Summer School

Uncollected Children Policy

Tall Stories Summer School endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has *not* notified us that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late

- When the parent or carer arrives they will be reminded that they must call the Summer School to notify us if they are delayed.

Over 15 minutes late

- If a parent or carer is more than 15 minutes late in collecting their child, the manager will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact the Summer School immediately. The manager will then try to contact the secondary contact listed on the child's registration form.
- While waiting to be collected, the child will be supervised by a member of staff.
- When the parent or carer arrives they will be reminded that they must call the Summer School to notify us if they are delayed.

Over 30 minutes late

- If the manager has been unable to contact the child's parents or carers after 30 minutes, the manager will contact the child's named emergency contact, if given. If there is no answer from the emergency contact or one has not been given, the manager will contact the local Social Care team for advice.
- The child will remain in the care of the Summer School's staff, on the Summer School's premises if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.
- If it is not possible for the child to remain at the Summer School's premises, a note will be left on the door of the Summer School informing the child's parent or carer where the child has been taken (e.g. into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.


Managing persistent lateness

The manager will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may lose their place at the Summer School.

Useful contacts

Child Services Contact Team: 020 7527 7400 / csctreferrals@islington.gov.uk

CSCT out of hours: 020 7226 0992 (after 5pm weekdays/weekends/public holidays)

This policy was adopted by: Tall Stories Summer School	Date: 11/6/21
To be reviewed: 11/6/22	 Signed: