



UNCOLLECTED CHILD POLICY

Once a parent has failed to collect a child, a period of 15 mins will be given to allow the parent time to either collect or call to say they are going to be late. After the 15min period the management will use all contact numbers to ascertain the cause for the delay leaving messages where possible staff where possible will check at the child's home. When all measure of contact has failed and no contact has been made. The manager will then make the decision to call the local social services department for advice.

If a child is taken into care by the child protection department, the parachute club will continue to try and make contact with parents to advise them of the action taken.

At no time will any staff members take a child home or out of the premises and the club will remain with two staff members at all times unless advised by social services.

Incidents of lateness will be discussed with parents and logged by management; persistent lateness may result in addiotional payment for your child care.

Reviewed and updated; 15/09/2007

8/8/2009

17/1/2011

14/01/2013

20/03/2015