



Uncollected Children Policy

**The Club, Into the
Wild & Holiday Club**



Objective

Our primary objective is to provide a safe, secure, and welcoming environment for all children, staff, and visitors. We have established robust safeguarding and security procedures to ensure that children are protected from the moment they arrive at Park Road Academy Primary School until they are collected.

Aim

To ensure the safety and well-being of any child who is not collected promptly at the end of an after-school club or holiday club session.

Information Required from Parents/Carers

Parents/Carers must provide The Club/Into the Wild with the following information:

- The names, addresses, and telephone numbers of all adults authorised to collect their child.
- Details of all individuals with parental responsibility for the child.
- Relevant information regarding any individual who is not permitted to have contact with or collect the child.
- Alternative emergency contact details if parents/carers are unavailable at their usual home or work telephone numbers.
- Full details of any person authorised to collect the child in exceptional circumstances, together with an agreed method of identification.
- Notification if they are unable to collect their child at the agreed time, including the reason for the delay and the expected collection time.

Parents/Carers will be provided with the following contact number:

The Club: 07900 546 417



Procedure for an Uncollected Child

After-School Club

Should a child remain uncollected at the end of a session, the following procedure will be followed:

1. Parents/Carers will be contacted using all available telephone numbers. If there is no answer, a message will be left requesting an immediate call back. The date and time of the call will be recorded.
2. If contact cannot be made, authorised emergency contacts listed on the child's registration form will be contacted. The date and time of all calls will be recorded.
3. Staff will make all reasonable attempts to contact the child's parents/carers or authorised collectors.
4. The Headteacher and/or Designated Safeguarding Lead (DSL) will be informed that a child remains uncollected.
5. If the child remains uncollected 30 minutes after the end of the session, the Headteacher or DSL will take further action in line with local safeguarding procedures.
6. Children will not be released to any person who is not listed on the registration form unless written consent has been received from the parent/carer via their registered email address: nurseryandclubadmin@parkroadacademy.co.uk.
7. The Headteacher or DSL will follow Trafford safeguarding procedures where appropriate.
8. A full written record of all actions taken will be maintained and retained on the child's file.
9. A late collection charge of **£10.00 per 15-minute period (or part thereof)** will be applied.

Holiday Club

Should a child remain uncollected at the end of a Holiday Club session, the following procedure will be followed:

1. Parents/Carers will be contacted using all available telephone numbers. If there is no answer, a message will be left requesting an immediate call back. The date and time of the call will be recorded.
2. If contact cannot be made, authorised emergency contacts listed on the child's registration form will be contacted. The date and time of all calls will be recorded.
3. Staff will make all reasonable attempts to contact the child's parents/carers or authorised collectors.



4. Where a child attending an early Holiday Club session (ending at 3.00 pm) remains uncollected after 15 minutes, and places are available, the child may remain in the later session. Additional charges will apply.
5. Children will not be released to any person who is not listed on the Holiday Club registration form unless written consent has been received from the parent/carer via their registered email address: nurseryandclubadmin@parkroadacademy.co.uk.
6. If the child remains uncollected 30 minutes after the end of the session, the Headteacher or DSL will be informed.
7. The Headteacher or DSL will follow Trafford safeguarding procedures where appropriate.
8. A full written record of all actions taken will be maintained and retained on the child's file.
9. A late collection charge of **£10.00 per 15-minute period (or part thereof)** will be applied.

Reviewed by: Mrs S Breen

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