



# **Park Road Academy Primary School**

**Policy on Uncollected Children  
for  
The Club & Holiday Club**

**2023 - 2024**

**Objective:**

Our primary objective is to foster a happy & secure learning environment for all children, staff, and visitors at the school. We have implemented robust security measures to assure parents that their children are protected, from their arrival at The Club, until their departure.

**Aim:**

Our aim is to guarantee the safety and well-being of children who are not collected punctually at the conclusion of their Club session. We adhere to Local Authority guidelines outlining a structured response to addressing unattended children.

**Required Information from Parents/Carers:**

Parents/Carers must furnish The Club with the following information:

- Names, addresses, and phone numbers of adults authorised to collect their child from the school.
- Designated individuals with parental responsibility for the child.
- Pertinent details about individuals barred from contacting or accessing the child.
- When parents anticipate being unavailable at home or at their usual workplace, they must communicate alternative contact details to The Club.
- In situations where parents or authorised individuals cannot pick up the child, they must provide The Club with comprehensive details of the designated collector and provide means of identification.
- Parents are obligated to notify The Club if they are unable to collect their child as scheduled, providing reasons for the delay.
- We will supply parents with our contact phone number:

The Club - 07810 863 617



## **Unattended Child Procedure:**

### **For After School Club Children:**

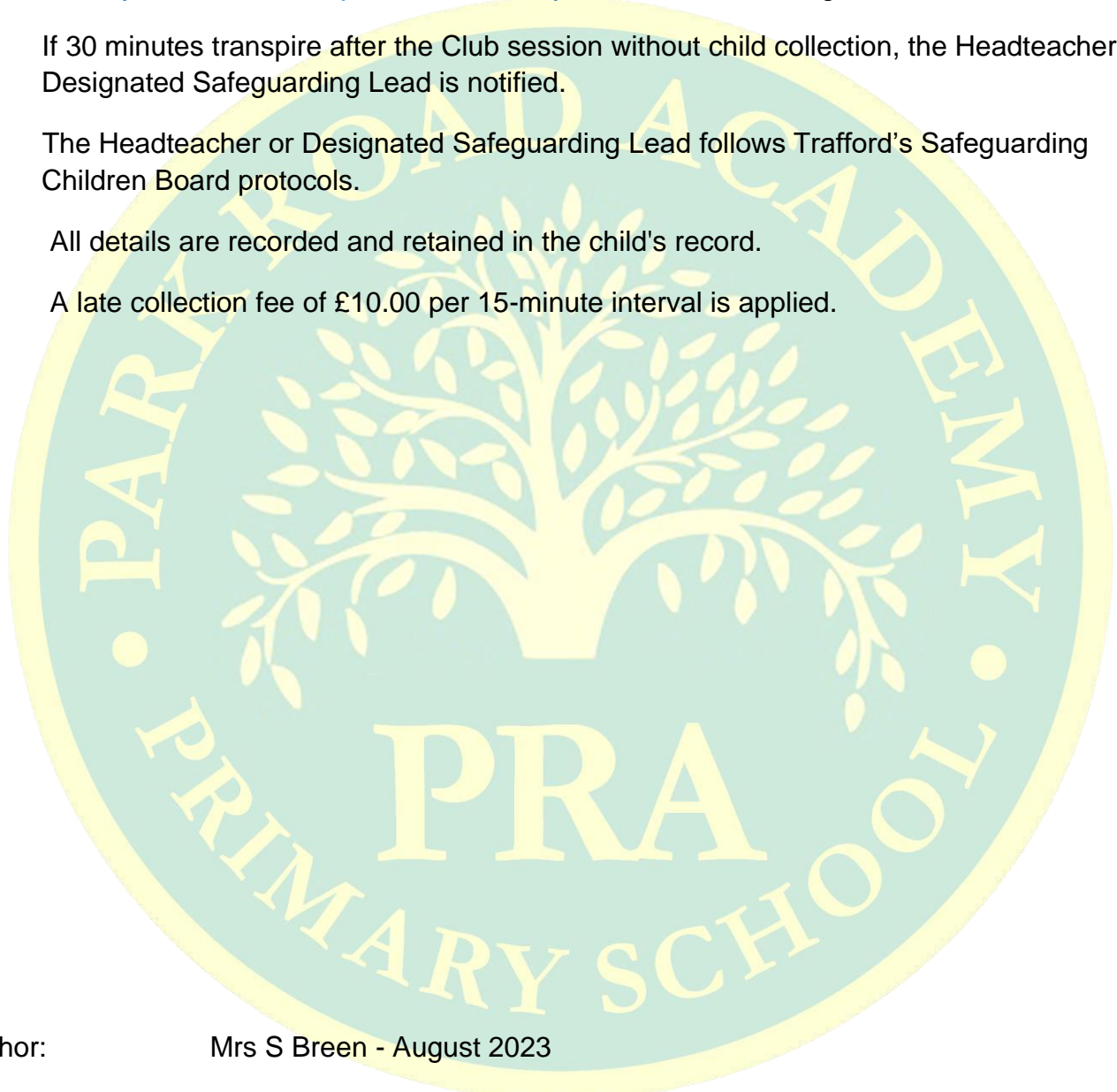
1. We promptly contact parents/carers at their workplace or residence, leaving a message to call back within 5 minutes (including date and time).
2. In case of failure, authorised contacts designated by parents/others to collect the child are contacted, allowing a 5-minute window for response (date and time documented).
3. Diligent efforts are made to establish contact with parents/carers or authorised carers.
4. The Headteacher/Designated Safeguarding Lead is notified of the unattended child.
5. If 30 minutes elapse from the end of the Club session without child collection, the Headteacher or Designated Safeguarding Lead responsible for child safeguarding is informed.
6. Children are not released to anyone not listed on the registration form unless explicit parental consent is communicated through the email address: [nurseryandclubadmin@parkroadacademy.co.uk](mailto:nurseryandclubadmin@parkroadacademy.co.uk), registered with the school.
7. The Headteacher or Designated Safeguarding Lead follows Trafford's Safeguarding Children Board protocols.
8. All details are recorded and retained in the child's record.
9. A late collection fee of £10.00 per 15-minute interval is levied.

### **For Holiday Club:**

1. Parent/Carers are contacted; if unanswered, a message is left, requesting a call back within 5 minutes (date and time specified).
2. In case of non-response, authorised contacts designated by parents/others are contacted, allowing a 5-minute response time (date and time documented).
3. All reasonable efforts are made to reach parents/carers or authorised carers.
4. If a child remains uncollected 15 minutes after session closure and parents cannot retrieve the child, and space permits, the child can continue in The Club at a charge (if accessing an early session which should end at 3.00 pm).



5. Children are not released from The Club to individuals not on the Holiday Club registration form unless parental consent is given via the email address [nurseryandclubadmin@parkroadacademy.co.uk](mailto:nurseryandclubadmin@parkroadacademy.co.uk), linked to a registered email.
6. If 30 minutes transpire after the Club session without child collection, the Headteacher or Designated Safeguarding Lead is notified.
7. The Headteacher or Designated Safeguarding Lead follows Trafford's Safeguarding Children Board protocols.
8. All details are recorded and retained in the child's record.
9. A late collection fee of £10.00 per 15-minute interval is applied.



Author: Mrs S Breen - August 2023  
Published: October 2023  
Review: August 2024