



End of the day Collection Policy and Procedure

Collection Policy

Ashley Down After School Club CIO will establish clear procedures to ensure that children are collected at the end of an after school club session in an orderly manner that ensures children are safeguarded effectively. The club reserves the right to take action against parents and carers who prevent this from happening.

Closing times

The After School Club at Muller Road site operates until 5.45 every evening.
The After School Club at Brunel site operates until 5.30 every evening.

The next half hour is used by the members of staff to tidy up, complete paperwork and prepare future sessions.

It is important that children are collected promptly as this means a member of staff needs to supervise them and so can not complete the tasks that they need to complete.

Collection Procedure

Parents/carers need to familiarise themselves with the collection procedure. This is included in the membership pack.

Getting into the club

- **Muller Road Site**

The parent/carer needs to ring the doorbell at the entrance when arriving at Muller Road site. One of the Play Team will let them **in (door-guard is designated each day)**– children are not allowed to answer the door. We would request parents shut the door behind then. If a parent chooses to leave another child outside the club premises they must satisfy themselves as to their safety.

- **Brunel Field Site**

The parent/carer needs to ring the buzzer at the main gate on Arthur Milton Street at Brunel Field site, identify themselves and child/ren that they will collect. No parents will allow other parents access but will ask others to use the buzzer.

Permission to collect children

- We require that parents must let us know in writing (text or email is acceptable) that they have arranged for someone else to collect their child. We will not allow children to leave with someone else unless we have permission from the parent. Only adults-aged 16 years and over - and with suitable identification, will be authorised to collect children. Just in special circumstance a child will be collected by siblings aged 15 years old.

Signing out

- All child(ren) must be signed out on the register.

Going home alone

As children get older parents may wish them to return home from the club unaccompanied. If this is the case we required written consent from the parent/carer before such arrangements are able to begin. No child under 8 will be allowed to leave the Club unaccompanied.

Consent for Collection

If there are arrangements that are in place detailing who can and cannot collect your child from us, we ask parents to let us know via their registration form. We will not let a child who is affected by such arrangements to leave with anyone who has not been given permission by the parent/s with parental responsibility. This may mean we have to contact Social Care or the Police.

Late Collection Procedure

Our policy for late collection of children is as follows:-

If an emergency arises and a person collecting a child/children is going to be late ring and let us know. This helps us to reassure the child if necessary.

In the event of a child not being collected by 5.45pm at Muller Road or in the event of a child not being collected by 5.30 pm at Brunel site, we will follow our procedure which is:

- Staff will try to contact the main carer(s).

- We will contact emergency contacts (given on the registration form) to request they collect the child.
- A note will be left on the door for the main carer giving the information on which of the emergency contacts has collected the child if it is after 6.15pm at Muller Road site.
- A note will be left on the main gate at Brunel Field site giving the information on which of the emergency contacts has collected the child if it is after 6.00pm. .
- If the club cannot contact the parents or any emergency contacts two members of staff will stay to provide child care. In the event of this happening the parents/carers will be charged for any costs incurred by the club.
- At Muller Road this will be a minimum of £5 per quarter hour (or part thereof) past 5.45 until 6.15pm the charge will then be £10 per quarter hour after this time.
- At Brunel Field this will be a minimum of £5 per quarter hour past 5.30 until 6.00pm. We will pass on the charges incurred by the club from the Ashley Down Primary School in addition to £10 per quarter hour.
- Charges will be at the discretion of the management committee.

In the event of a delay beyond 6.15pm at Muller Road or 6pm at Brunel Field site and no contact with any of the emergency contacts the following procedure will be adopted.

The Play Facilitator will continue to attempt to contact parents and emergency contacts but will also contact the Emergency Duty Team on 01454 615 165, and take advice.

If the child is not collected by 7.00pm the Play Facilitator will act on the advice of the Emergency Duty Team. This may mean the child is taken by the Play Facilitator and another play worker (or other suitable adult) to a place of safety off the premises, such as the nearest police station. The Play Facilitator will also inform the Chair of the Trustees to appraise them of the situation.

The club requests that parents fill in the emergency contacts part of their registration form as fully as possible, to enable us to make contact with a person who can take responsibility for the child(ren) in emergency circumstances.

Persistent Late Collection,

If a parent/carers is running late and will be unable to pick up their child before the session is over we expect a phone call to let us know.

Persistent lateness occurs when a parent has been late past 5.45 3 times over a period of a term at Muller Road site and when parents have been late past 5.30 3

times over a period of a term at Brunel site. This occurs whether or not a phone call has been made to let us know.

Stage 1

Once a child has been collected late three times in a rolling six week period a verbal reminder of the need to be on time will be given to the parent who collects the child. It is expected that this will be passed to anyone else collecting the child. A discussion will be held with the main carer to find out if there is any particular reason why they are late and what they can do to improve their punctuality. It is the main carer's responsibility to make sure that other people who are able to collect the child are also prompt.

Stage 2

If a further incident of lateness occurs within a six week period from the time of the verbal warning, a written warning will be given to the family. This will explain that if the child is collected late again within six weeks of the written warning, the club will give notice to the family of termination of the place.

Stage 3

If the child is collected late again within six weeks of the written warning notice of four weeks will be given in writing to terminate the child's place.

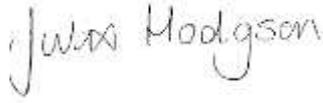
If another incident of lateness occurs after the six weeks has elapsed the family will go to stage 2 straight away as verbal warning has already been given.

DOCUMENT HISTORY

Reference	Author	Summary of changes	Issued
Issue 1	Sheila Gould	Original policy	May 2011
Issue 2	Emma Hallett/ Sheila Gould	Reformat and minor changes	June 2011
Issue 3	Emma Hallett	Updated to reflect changes in club operating hours	September 2012
Issue 4	Raquel de Mena and Sheila Gould	Updated to reflect changes in the different sites at Muller Road and Brunel Field ASC	November 2013
Issue 5	Raquel de Mena	Collection permission	March 2015
Issue 6	Raquel de Mena	No change	November 2016

Date Approved: 20th Jan 2017

Signed:

A handwritten signature in black ink that reads "Julia Hodgson". The signature is written in a cursive style with a large initial 'J'.

Position: Trustee

Name: Julia Hodgson

Date for review: Dec 2017