



Uncollected Children Policy

In-School Classes and Workshops

Where classes or workshops take place in a school setting either during the school day or as an after-school activity, the school will remain responsible for the collection of children.

If a parent or carer is more than 15 minutes late in collecting their child, the class leader will take the child to the school office staff if they are still on site. If the school office staff are not available the class leader will find another member of school staff. The member of staff will then assume responsibility for contacting the parent or carer and for supervision until they arrive.

Out-Of-School Classes and Workshops

Inventors & Makers endeavours to ensure that all children are collected by a parent or carer at the end of each out-of-school 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 to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged (unless the delay was genuinely unavoidable).

Over 15 minutes late

- If a parent or carer is more than 15 minutes late in collecting their child, the class leader 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 call us back immediately. The class leader will then try to contact any other emergency contacts 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 to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

Over 30 minutes late

- If the class leader has been unable to contact the child’s parents or carers after 30 minutes, the class leader will contact the local Social Care team for advice.
- The child will remain in the care of Inventors & Makers, on the 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 premises, a note will be left on the door of the premises informing the child’s parent or carer where the child has been taken (eg to the home of a staff member or 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 class leader 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 sessions.

This policy was adopted by Inventors & Makers	Date: 21 January 2020 Reviewed: 7th April 2025
To be reviewed: April 2026	Signed: Susie McAuley

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Managing behaviour [3.52–3.53]*.