**KNIGHTWOOD KIDS CLUB**

**OFSTED REGISTRATION NUMBER 110551**

**CHARITY NUMBER 1081786**

**KIDS CLUB NETWORK 4734**

**C/O KNIGHTWOOD PRIMARY SCHOOL, BELLFLOWER WAY,**

**CHANDLERS FORD, HAMPSHIRE, SO53 4HW**

**NON COLLECTION OF CHILDREN POLICY**

**Our club has the highest regard for the safety of the children from the time they arrive until they are collected. On occasions parents/carers are late in collecting their child/children.**

* **If due to unforeseen circumstances, you are unable to collect your child by 6pm, it is your responsibility to arrange for someone else to collect them and to contact the manager/deputy at the club at the earliest opportunity.**
* **Two members of staff will remain with the child/children at all times (this is a condition of the Ofsted registration).**
* **If you are late in collecting your child from the club, a fee will be incurred. The fee will be £25.00 for every 15 minutes from 6pm until the child/children are collected.**

**6pm – 6.15pm = £25.00**

**6.15pm – 6.30pm = £25.00**

**THE CLOCK USED WILL BE THE CLOCK IN THE SCHOOL HALL DURING**

**THE AFTERSCHOOL CLUB.**

* **Persistently late collection will trigger monitoring by the KKC Manager/Deputy and may lead to parents being asked to withdrawn their child/children from the club. Late collections will be highlighted on the daily register.**
* **In the event that your child/children remains uncollected after a session and we are unable to contact you the parents/carers or one of the adults authorised to collect your child/children, the Council’s Children’s services Department will be contacted for advice. This action will be taken after half an hour has elapsed i.e. 6.30pm.**

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* **In the event of your child/children being taken into the care of the Child Protection Agency, the Manager of KKC will leave a note on the external door of the club and leave telephone messages where possible to identify the whereabouts of your child/children and where they may be collected from.**
* **Under no circumstances will any child be taken to the home of a playworker or any other person. Except under the protection of Children’s Services or the Police. Your child will not be removed from the school premises unless there is immediate danger.**

**Policy start Date …………………………….. 1st September 2003**

**Revised …………………………………… 28th march 2013**

**Reviewed Sept 2014**

**Reviewed Sept 2016**

**Reviewed Sept 2017**

**Reviewed Oct 2019**

**Reviewed Jan 2024**