



Dunkirk Fun Club: Wraparound Childcare - Breakfast and Afterschool Club

Dunkirk Primary School

Mobile contact number: 07925372217

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Manager's email: dunkirkchildcaremanager@dunkirk.nottingham.sch.uk

Website: <https://tinyurl.com/Dunkirk-Fun-Club>



Dunkirk Fun Club: Wraparound Childcare Policies

29: Uncollected Children

Our club has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

At the end of every session, the club will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures policy. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Manager or the Deputy will be informed (current close time is 6pm)
- The manager or Deputy will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answerphone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the manager will call the local social services department for advice, if out of hours then Police will be called.
- In the event of the social services being called and responsibility for the child being passed to a child protection agency, the manager will attempt to leave a further telephone message with the parent/carers or designated adults' answerphone. Furthermore, a note will be left on the door of the club's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local social services department.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the club's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.

REGISTERED CHARITY NUMBER:
1200188



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Supported by the Early Years Team
at Nottingham City Council

- The child will remain in the care of the club until they are collected by the parent, carer or designated adult, or alternatively placed in the care of social services.

- Incidents of late collection will be recorded by the manager and discussed with parents/carers at the earliest opportunity.

Late Charges

Charges are applied after the first incident per year. After the first incident, the parent/carer is advised that they will be charged for any late collections going forward for the remainder of the year. This resets each September. The charges are:

- 0-5 minutes late: £5
- 6-15 minutes late: £10
- 16+ minutes: £10 + additional full nightly charge (£10)
- 30+ minutes: £20 + another additional full nightly charge (£10)

Termination of a Childcare Place

Dunkirk Fun Club: Wraparound Care will cancel a childcare agreement when a parent/carer does not fulfil his or her obligations repeatedly (**3 times in a term**)

- late pick up after 6:00pm without prior conversations with the Manager
- repeated late payments without prior conversations with the Manager

Date of review/update and sent to the Board of Trustees for ratification: 18.10.22

Signed by Jamie Curtis, Manager

Date of ratification: 28 October 2022

Signed by Dunkirk Fun Club Trustees

Next review date: October 2023