



UNCOLLECTED CHILD POLICY

POLICY STATEMENT

Next Level Sports Ltd. has the highest regard for safety of the children within our care. At the end of the school day/after school club, it is the responsibility of Next Level Sports to ensure the child goes home with the appropriate person unless stated differently by the parent or school. If a child is not collected on time the following procedure will take place;

PROCEDURES

CHILD NOT COLLECTED

- If a child is not collected on time a phone call is made to the appropriate contacts stated on the contact details/emergency contact to understand the cause of the delay and how long it is likely to last.
- If there is no answer the Lead Coach must call the alternative stated contact/emergency contact.
- An answer phone message is to always be left stating name, venue, child's name and contact details to call back.
- While the child is waiting they must be supervised by two members of staff at all times
- If there is no answer from the contact details the relevant member of staff in school should be informed.
- If this is during a sports camp and there is no school staff present, if this is after 30 minutes and still no answer from appropriate persons then the Lead Coach in school should inform the Director.
- The Director will call MASH for further advice
- The staff should continue to try and make contact with the contact/emergency contact
- There should be a minimum of two staff at all times and one have first aid training
- Under no circumstances should the child be allowed to walk home
- Under no circumstances should the staff take the child home or away from the premises
- The child will remain on the premises until collected by the appropriate persons or placed in social care at the last option.
- If this is a regular occurrence, Headteacher/DL/MASH to be informed

This policy was adopted at a meeting of	Next Level Sports Ltd.
Held on (Date)	01/09/2018
Date to be reviewed (Date)	01/09/2019
Signed on behalf of the provider	LR Smith
Name of signatory	Luke Smith
Role of signatory (e.g. chair, director or owner)	Director