



Yum Yoga Limited Policies

Uncollected Children Policy

Yum Yoga Limited endeavours to ensure that all children are collected by a parent or carer at the end of each 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 the Charlotte Course at Yum Yoga to notify us if they are delayed.

Over 15 minutes late

- If a parent or carer is more than 15 minutes late in collecting their child, Charlotte Course 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 contact Charlotte Course immediately. The manager will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, staff will continue to supervise the child.
- When the parent or carer arrives they will be reminded that they must call Charlotte Course at Yum Yoga Limited to notify me if they are delayed, and that the child's place at the club will be reconsidered if they fail to collect the child at the appropriate time.

Over 30 minutes late

- If Charlotte Course has been unable to contact the child's parents or carers after 30 minutes, she will contact the local Social Care team for advice.
- The child will remain in the care of Yum Yoga's staff, at the hall 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 hall, a note will be left on the door of the Church hall 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 manager 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 Club.

Useful contacts

Social Care: (Multi-Agency Safeguarding Hub) 02476788555
Social Care out of hours contact: 024 76832 222

This policy was adopted by: Yum Yoga Limited	Date: 29 / 11/ 2019
To be reviewed: before or on 29/11/2020	Signed: Charlotte Course