

Future Stars Coaching Late collection of a child policy

If a child has not been collected within 10 minutes of the finishing time of the session, and there has been no prior contact, the parents/carers of the child will be contacted. If the parent/carer cannot be contacted, then the emergency contact will be phoned.

Two members of staff will always remain on site with the child/children and will engage in play with the child/children and provide reassurance that there will be some along to collect them.

Future Stars Safeguarding Lead will be contacted to inform them that there is an uncollected child, and contact will be made with Future Stars office, if within opening times. The parent/carer or emergency contact will be phoned every 10 minutes until contact is made.

If contact has not been established within 30 minutes of the end of the session with the child/children's parent/carer or emergency contact Children and Young Peoples Services Single Point of Access will be informed.

All parents/carers are encouraged to phone the club and the main office if they anticipate there might be a problem collecting their child on time and arrange for one of their named contacts or friend/relative to collect (with the designated child password and ID)

The club lead will always be available for liaising with all parties concerned.

Contact numbers

Single Point of Access: 01275 888 808

Out of hours contact: 01454 615 165

Police Emergency: 999

Non-emergency Police: 101

This policy was adopted by Future Stars Coaching	Date:01/01/2024
To be reviewed: 01/01/2025	Signed: Leanne Selman