



## Arrival and Collection of Children Policy

### ARRIVAL

- Parents must notify the Club in good time re: attendance/non-attendance of their child. Unless exceptional circumstances apply, failure to give 24 hours notice of cancellation/non attendance will incur the full cost of the booking.
- During term time, children will be collected from the school hall/playground/designated area by an appropriate number of club workers (dependant on numbers of children booked in to the Club) and safely escorted to Club premises.

### COLLECTION

- Parents must collect their children by 5.30pm at the latest.
  - Parents must give the names of all persons authorised to collect their child on the registration form. Only persons named on this form will be able to take the child from the Club, unless prior arrangements in exceptional circumstances have been made known to the senior playworker.
  - It is the responsibility of the parent/guardian to ensure that any changes to the named individuals who can collect their child are communicated to the senior playworker, both in writing and verbally.
  - The person collecting a child must approach a club worker so that club workers know who is being collected, and by whom, and can sign the children out. The signing out sheet is also used to calculate fees so should be checked on collection.
  - If a parent is unreasonably late in collecting their child without contacting the Club to inform us of any unexpected delays – or is persistently late, a charge will be made at a rate of £5.00 for every half hour.
  - In the case of a parent/carer failing to collect the child, the senior playworker will call the partner or emergency contact to come to the Club to take the child home. In the event of that person being unavailable, the child will be taken by the senior playworker to the nearest police station.
  - No child will ever be left unsupervised because a parent/carer has failed to collect them.
- N.B.**

Under the Children Act 1989, parents do not lose parental responsibility except through an adoption order. This means that divorced parents retain rights of contact with their children



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unless the courts have made an order that they should not do so. Playworkers therefore do not have the right to stop divorced parents from collecting their children unless they are aware of a court order preventing contact between the parent and the child/ren.

This situation would apply in the same way if the parents were in the process of separating. A mother's request that the children do not go home with their father cannot be guaranteed unless there is a court order preventing him from having contact with them.

Parental responsibility is given to both parents if they are married when the child is born or subsequently. Otherwise only the mother has parental responsibility. An unmarried father can acquire parental responsibility through a court application, as can a guardian, grandparents etc.

Parent/carers should be in a FIT state to collect their child/ren. If a parent/carer arrives in an "unfit" state, through, for example, alcohol or drug abuse, the senior playworker cannot refuse to hand over the child/ren but should tell the parent/carer that the police and/or Social Services Duty Officer will be contacted immediately. The safety of the child is paramount.

Signed: .....

Date: .....