



## **UNCOLLECTED CHILD** **POLICY & PROCEDURE**

It is the responsibility of the parent/ carer to ensure that their child is collected on time.

If a parent/ carer feels they may be late to collect their child they should inform the club at the earliest opportunity, and where able to do so, make alternative arrangements for their child to be collected.

In the event a child is uncollected, and no contact has been made by the parent/ carer, every effort will be made by the club staff to contact them and if necessary, their emergency contact.

Any child that remains uncollected thirty minutes after closing time (without contact from the parent/carer), will be considered an abandoned child, and will be referred to Multi-Agency Safeguarding Hub. (MASH)

MASH Tel: **01375 652 802**

Multi Agency Safeguarding Hub (MASH) (out of hours) **01375 372 468**

Jules et Lis cannot be held responsible for any decisions or actions taken by the MASH team once the child has been referred.

**NB. Parent/ carers will be charged a late fee if their child is not collected on time.**