



Late Child Policy & Uncollected Child Policy

Created: 1st November 2024

Late Collection from Day Camp (8:30 AM – 4:00 PM)

If a child is not collected by the end of day camp, they will be taken to Late Club. Camp staff will attempt to contact the adults listed on the child's key information form using the provided contact numbers.

- **Charges:** Parents will be charged according to the Late Club fees. However, this fee may be waived at the discretion of Camp Management if there is a reasonable and unavoidable cause for the late pickup.

Late Collection from Late Club (4:00 PM – 5:00 PM)

If a child is not collected by the end of Late Club, an additional charge of £20 will apply.

- Camp Management will continue to contact the familiar adults listed on the child's key information form.
- The Designated Safeguarding Lead (DSL) will be informed.
- Management may choose to call the emergency contacts at regular intervals until the child is collected.

Failure to Collect Child by 6:00 PM

If a child remains uncollected after 6:00 PM, Camp Management will notify Children's Social Care and the police.

- The DSL, Camp Management, or another designated member of staff will stay with the child until they are safely collected by Children's Social Care.