

**HIGH DOWN AFTER SCHOOL CLUB**  
**Down Road, Portishead, BS20 6DY**

**UNCOLLECTED CHILD PROCEDURE**

If a child has not been collected by 6:05pm and no contact has been made to the club, the Parents/ Carers will be contacted. If unable to be reached the emergency contact will be phoned.

If no contact has been established with the Parents/ Carers or the emergency contacts by 6:30pm Children and Young People's Services Single Point of Access will be informed.

All parents/carers are encouraged to telephone the club if they anticipate there might be a problem collecting their child on time or arrange for one of their named contacts to collect.

Single Point of Access: office hours 01275 888808, out of hours, 01454 615 165

Two members of staff will be with the child at all times and await instructions from Children's Social Care team.

At all times the child should be reassured that someone will be along soon to collect them.

Note: The Club Manager or Deputy will always be available for liaising with all parties concerned.

Reviewed May 2017