

Fun Five Arrival and Collection of Children Policy

Children from Infant Phase 3-7 will be collected from their class by a Play Worker and safely escorted to the club base adjacent to the Early Years Unit.

All staff at St John Lloyd R.C Primary School are familiar with the Play Workers as they are employed as Teaching Assistants at the school.

New or temporary workers would be introduced to members of teaching staff prior to the end of the school day.

A register of the children to be collected will be taken by Play Workers and checked prior to returning to the club base.

Children from Junior Phase 7-11 will be collected from the Junior Hall by a Play Worker and brought to the club base following their release by their classroom teacher.

A Play Worker will be at the base to check their attendance and welcome them to the club.

Parent/Carer(s) must notify the Club in good time regarding attendance/non-attendance of their child/ren. Unless exceptional circumstances apply, failure to give 24 hours notice of cancellation/non attendance will incur the full cost of the session.

Parent/Carer(s) must collect their children by 5.30pm at the latest.

Parent/Carer(s) must give the names of all persons authorised to collect their child/ren on the registration form. Only persons named on this form will be able to take the child/ren from the Club, unless prior arrangements in exceptional circumstances have been made known to the Manager.

It is the responsibility of the Parent/Carer(s) to ensure that any changes to the named individuals who can collect their child/ren are communicated to the Manager both in writing and verbally.

The person collecting a child must approach a Play Worker so that Play Workers know who is being collected, and by whom, and can sign the child/ren out.

If a Parent/Carer is unreasonably late in collecting their child/ren 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 for the first 15 minutes, and £3 for every 5 minutes thereafter. This will pay for any additional operational costs that caring for a child outside their normal Club hours may incur.

In the case of a Parent/Carer(s) failing to collect the child, the Club Manager will call the emergency contact to come to the Club to collect the child/ren. In the event of that person being unavailable, the Manager of the Club would contact the police and/or the Local Authority Emergency Duty Team.

No child will ever be left unsupervised because a Parent/Carer has failed to collect them.

PLEASE NOTE

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 unless the courts have made an order that they should not do so. Play Workers 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 child/ren does not go home with their father cannot be guaranteed unless there is a court order preventing him from having contact with them and vice versa.

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/Carer(s) should be in a 'fit' state to collect their child/ren. If a Parent/Carer(s) arrives in an 'unfit' state, through, for example, alcohol or drug use, the Manager cannot refuse to hand over the child/ren but will inform the Parent/Carer(s) that the police and/or Local Authority Emergency Duty Team will be contacted immediately. The safety of the child/ren is paramount.