 Nailsea Summer Playscheme

Policy for Delivering and Collecting Children

No child is to arrive at the Play Scheme without a Parent/Adult.

Each child must be delivered to the room leader by their parent/Adult.

If a child is expected at the Playscheme who does not arrive by 9.30 the Project Leader will phone the parents (having first checked all documentation and messages on the answer-phone) to establish that they are aware of the absence. The Room Register and the Head Count poster in the room will be amended appropriately. No refunds will be given.

Children should be collected each day from the Scheme at 4pm. Children will remain inside the door until the parent who is to collect them arrives. Either parent may collect the child unless a copy of a Court Order preventing one of the parents from accessing a child is provided. If a child is to be collected by another adult other than the parent, a written note signed by the parent should be supplied or, verbal phone permission to include a password. No child should be taken home by a minor.

All children MUST be signed out with the Room Leader or Adult Leader by a parent/carer, before leaving the Scheme. We will endeavour to make this an efficient process but request your patience at busy times.

In the event of a parent/carer failing to collect a child(ren), the parent(s), then the name supplied as emergency contact, shall be contacted on the telephone by the Project Leader. The Room Leader is to stay with the child and reassure them. If no contact is established and the child is not collected by 5pm, Children’s Social Care will be contacted by the Project Leader.

No child should leave the scheme during the day unless collected by a parent/ carer or other designated adult and arrangements have been made with the Project Leader. When the child is collected the Project Leader must sign the child out and make appropriate amendments to registers.

In the event of a child being lost whilst at the Play Scheme, the fire drill will be put into action to check the register and a search of the premises will be made by one adult leader from each room. If the child is not found, the Project Leader will contact the parents/carer. If the child is not at home, a 999 call will be made to the Police.

Reviewed February 2018