

## **Fearless Girls Club CIC Uncollected Child Policy**

Fearless Girls Club CIC has the highest regard for the safety of the children in our care for the whole duration of their time with us. At the end of every session, we will ensure that all children are collected by a parent, carer or other designated adult, in accordance with other relevant policies. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

1. If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the parent, carer or designated adult will be contacted. Other emergency contacts will be called if necessary in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
2. While waiting to be collected, the child will be supervised by at least two adults with as much support and reassurance as is necessary.
3. If, after 30 minutes of the club session ending and after repeated attempts, no contact is made we will then contact local Social Care for advice.
4. The club will act on the advice of Social Care.
5. The child will remain in the care of Fearless Girls Club adults until they are collected by the parent, carer or designated adult, or alternatively placed in the care of Social Care. With verbal consent from the parent or carer, the child may be taken home by a Fearless Girls Club adult, but only if absolutely necessary.
6. In the event of Social Care being called and responsibility for the child being passed to a safeguarding agency, Fearless Girls Club will attempt to leave a further telephone message on the parent/carers or designated adults' answer phone. Furthermore, a note will be left on the door of the Club's hired premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local Social Care Department.
7. Incidents of late collection will be recorded and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the loss of their child's place at the club.

Late collection fees may come into effect after the collection time has lapsed and can be charged as follows, at the discretion of the Co-Founders:

- 1–14 minutes late £5
- 15–29 minutes late £10
- 30–44 minutes late £15
- 45–60 minutes late £20

These can be billed immediately and, if they are not fulfilled, your child's place at the club may be forfeited.

We understand that in extreme circumstances it may be unavoidable to be late but it is a parent's responsibility to inform the club at the earliest opportunity of such an occurrence AND arrange alternative collection methods. The child's safety will remain the first priority.

## **Local Social Care Contact Details**

Surrey: <https://www.surreycc.gov.uk/children/contact-childrens-services>

Berkshire:

<https://www.westberks.gov.uk/article/39691/Report-a-concern-about-a-child-or-young-person>

**Last Reviewed: 12/07/2025**