

**Rationale**

Our responsibility towards children does not end when the session ends.

**Aims and Objectives**

It is our responsibility to ensure that children are released into the care of an appropriate adult.

**Implementation**

We will not allow a child to be collected by:

- A minor under the age of 16.
- Anyone in an unfit state to care for children, E.g. apparently under the influence of drink/drugs.
- Anyone not previously authorised by the parent.

In the event of a parent/carer being late:

- The staff member in charge must be informed if a child has not been collected.
- The staff member in charge and one other member of staff must stay behind with the child.
- If after 15 minutes the parents/carers still have not collected the child, the staff member in charge will telephone the contact numbers available.
- If no contact can be made the member of staff in charge and extra member of staff will stay on premises for thirty minutes and continue to try contacts.
- In the event of no contact being made by the end of the designated time the member of staff in charge will ring the Social Services Emergency Duty Team and advise them of the situation.
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.

National Care Standards- Health and wellbeing, Standard 3

Involving other services, Standard 10

Well-managed service, Standard 14

Signature	Position	Date of review