

The Bosco Centre	
Policy:	Collection of the Junior club children
Applies to:	Youth club
Reviewed:	October 2018
Next Review:	October 2019

Statement

At Bosco we endeavor to create a pleasant, warm, relaxing atmosphere for all children, parents/carers in our Junior club at the end of each day/session. We want our children to feel safe and happy when leaving us. We also understand the importance of a good end of day routine for all children, parents/carers and staff. Home time needs to be a pleasurable time for both child and parent/carer. At Bosco we understand this helps children to achieve their full potential.

We inform parents/carers of our procedures during our first meeting so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

Our end of session procedure

- All children will only be collected by the parent /carer with whom they are living with or by an authorised adult.
- No child may leave our premises with another adult without the prior knowledge and consent of the parent/carer.
- On occasions when parents or the persons normally authorised to collect are not able to collect the child, they Parent/Carer will record the name, address and telephone number of the person **who will** be collecting their child and give that information to the Manager
- Parents are informed that if they are not able to collect the child as planned, they must inform us of the person they give authorisation to do so.
- Parents are provided with the Bosco Centre's contact telephone number to telephone us of any changes made throughout the day.
- In the event that a child is collected late, we will ensure that the child receives a high standard of care in order to cause as little distress as possible.
- If a child has not been collected, parents/carers are contacted at home, on their mobile or at work
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from Junior club - and whose telephone numbers are recorded on the Emergency Contact Form will be contacted.
- The child will stay at the Junior club in the care of two members of Bosco staff until the child is safely collected. The child is never left alone with a single adult. At no time will a member of staff take a child home or leave a child alone in the building.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff. We charge £1 per minute after the first 5 minutes of lateness.