



Uncollected Children Policy

At Just Play Sports, the safety and welfare of children in our care is our highest priority.

Procedure for Uncollected Children:

1. **Immediate Action:**

- Children will never be left unattended. They will remain with a responsible member of staff at all times until collected.

2. **Initial Waiting Period:**

- After a session ends, staff will wait **up to 10 minutes** before contacting parents/guardians, as delays can occur due to traffic or other unavoidable circumstances.

3. **Contacting Parents/Guardians:**

- Staff will use all available contact methods (phone calls, emails, emergency contacts) to reach the parent/guardian.
- If the child can safely use a phone, they may attempt to call their parent/guardian under staff supervision.

4. **Late Stay Option & Charges:**

- If your child remains uncollected after 10 minutes, a **late charge of £10** will be applied, plus **£1 per additional minute**.
- Where available, children may be placed in a late stay provision, and parents will be charged accordingly.

5. **Escalation and Safeguarding:**

- If no contact has been made and the child has not been collected within **30 minutes** after the end of the session, staff will **contact local child welfare services**.
- Persistent lateness or repeated failure to collect a child may be reported to the school or relevant authorities, as this may indicate neglect or safeguarding concerns.

6. **Alternative Collectors:**

- Parents/guardians must inform staff if someone other than themselves will be collecting their child.

Summary:

Children will always remain in a safe environment with an adult until collected. Staff will take all reasonable steps to contact parents/guardians, implement late stay procedures if necessary, and escalate to safeguarding authorities if the child remains uncollected.

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Position: Director

Signed: *Jack Dillon*