Debut Dance Academy
Uncollected Children Policy

DDA endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has *not* notified us that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late

- When the parent or carer arrives they will be reminded that they must call the Principal to notify us if they are delayed.

Over 15 minutes late

- If a parent or carer is more than 15 minutes late in collecting their child, the manager will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact the Principal immediately. The Principal will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, staff will continue to supervise the child.
- When the parent or carer arrives they will be reminded that they must call the Principal to notify us if they are delayed, and that the child's place at DDA will be reconsidered if they fail to collect the child at the appropriate time

Over 30 minutes late

- If the Principal has been unable to contact the child's parents or carers after 30 minutes, the Principal will contact the local Social Care team for advice.
- The child will remain in the care of DDA's staff, on the premises if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.
- If it is not possible for the child to remain at the premises, a note will be left on the door of the premises informing the child's parent or carer where the child has been taken (e.g. to the home of a staff member or into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.

Managing persistent lateness

The Principal will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may lose their place at DDA.

Useful contacts

Hampshire Children's Services - 0300 555 1384
Out of hours 0300 555 1373

This policy was adopted by: Debut Dance Academy	Date: 19.07.2026
To be reviewed: July 2027	Signed: S Higham