




Early/Late/No Pick-Up Policy

VERSION NO: 5.0	TITLE: Early/Late/No Pick-Up Policy	ISSUE DATE: 01/07/2024
PLANNED REVIEW: 18 month	PREPARED BY: David Johnson CEO 	PLANNED REVIEW DATE: 01/01/2026

Physical Education and Active Kids operate Community activities at a variety of hours. The opening and closing hours for every activity will be clearly communicated and published.

Holiday Camps

If a booking is made, it is expected that drop off and collection will be no more than 5 minutes outside of the hours booked.

Failure to adhere to these requirements will result in:

Firstly, a verbal request to ensure it doesn't happen again.

Secondly, a £10 early drop off or late pick up charge for each occasion thereafter and entry to further days/camps may be prevented should this payment not be made.

In the event where a child is not collected by 5 minutes after the closing time PEAK will make attempts to contact the parent or guardian. Should we manage to speak to the parent or guardian we will inform them that the late pick-up charge of £10 will be activated at 10 minutes after closing time and that we reserve the right to increase this charge at 20 minutes after closing time; 30 minutes after closing time and subsequent 10-minute intervals.

If we are unable to contact the parent or guardian PEAK will, after 20 minutes after closing time, contact the relevant Local Authority Child Safeguarding team and the local Police and request that they collect the child from our activity.

Our Camp Manager will then record this in our Incident Report Form.

Upon contact with the local authority safeguarding team, our Camp Manager will then contact Ofsted, as any significant event needs to be registered with Ofsted.

Wrap Around Care

Wrap around care provision follows the same policy as above but the charges incurred will be to recuperate additional staffing costs and any losses for staff whom are late to other work commitments.

Numbers

Local Authority Safeguarding Team for North Tyneside: 0345 2000 109 (office hours) or 0330 333 7475 (evenings and weekends).

LADO for North Tyneside Haley Muir 0345 2000 109

Local Authority Safeguarding Team for Gateshead: 0191 433 2653 (office hours: Monday - Friday, 8.30am to 5pm) or 0191 477 0844 (out of hours, at night, at weekends and bank holidays)

LADO for Gateshead: 0191 433 8031 or 07597 527 210