

# Wendy Sandercock Academy of Dance

Uncollected Child Policy

Revised August 2023

In the event that a child is not collected by an authorised adult at the end of the class or theatre performance, we put into practice agreed procedures. These ensure the child is cared for safely by designated adults. The child will receive a high standard of care in order to cause as little distress as possible.

Wendy Sandercock Academy of Dance has the highest regard for the safety of the children in our care from the time they arrive until they leave. At the end of a class or performance / rehearsal, we will ensure that all children are collected by a parent, carer or designated adult, by our signing in and out sheet. If for some reason a child is not collected at the end of a class, performance/rehearsal, the following procedures will be activated:

1. Wendy Sandercock Academy of Dance will call the parent, carer or designated adult and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last.
2. While waiting to be collected, the child will be supervised by at least 2 adults who will offer them as much support and reassurance as necessary.
3. If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 60 minutes has elapsed, Wendy Sandercock Academy of Dance will call the local children's services department.
4. In the event of the local children's services being contacted, Wendy Sandercock Academy of Dance will attempt to leave a further telephone message with the parent/carers or designated adult's answer phone, where available.
5. Unless absolutely necessary the child will not be taken to the teacher's home or away from the class / theatre premises, in the course of waiting for them to be collected at the end of a session unless specifically authorised by the parent and communicated via text, email or similar.
6. The child will remain in the care of Wendy Sandercock Academy of Dance until they are collected by the parent, carer or designated adult, or alternatively placed in the care of local children's services department. Under no circumstances will a child be left in the care of another parent.
7. This policy will be reviewed to ensure compliance with any changes in legislation or guidance. These changes will be communicated to parents and carers.

Date of current Review: August 2023

Date of next Review: August 2024