

Emergency/Unforeseen Circumstances

Includes:

- Accidents on Road / Road closures
- Train or tube delays
- Family Emergencies

At Blue Bears Playscheme, We are aware that unforeseen circumstances can occur where late pick up of your child may be necessary

Once Blue Bears Playscheme is aware of this information we will work with the school to ensure the safety of your child is our paramount priority.

Blue Bears will keep your child at Starks Field School **until 6.15pm.**

You will need to contact us as soon as possible to make arrangements for an adult to pick up your child by **6.15pm.**

Blue Bears staff must be told the name and given a description of the person coming to collect your child.

If the person collecting your child is not known to Blue Bears Staff, the person will need to have the password details or some form of ID matching the one you used when you registered your child.

If your child is not collected by 6.15pm Blue Bears have a duty of care this being the safety of the children. We will have to contact Children Services (Single Point of Entry) where your child will be handed over to them.

If your child is handed over to Children Services, we will contact you with their information. If we do not reach you, we will leave a message providing you with the details of where you can pick up your child.

Furthermore you will be charged £5.00 for every 5 minutes after 6:15pm.

This will be add to your fees

This policy was adopted by: Blue Bears Playscheme	Date: 09/04/2017
To be reviewed: 09/04/2018	Signed: Virginia Lazarus

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Accident or injury [3.50-3.51] and Food and drink [3.49].*