



Uncollected Children Policy

Fire Tech Camp will only release children for collection by adults named on their Registration Form. Children will only be allowed to leave by themselves if prior agreement has been made with Fire Tech Camp and if they are aged 11 and over.

If a parent or carer notifies us they are going to be late, we may be able to accommodate their child(ren) providing we can maintain the correct staff to children ratio.

If we are not notified and a child is not collected at the agreed end of day we will implement the following procedures:

Over 15 Minutes late

A Camp Director/Lead will contact the 2 Primary Carers on file for the child and if there is no response, messages will be left requesting they contact the Camp immediately. A Camp Director/Lead will then try to contact any Emergency Contacts for the child.

Over 60 Minutes late and no contact made

If the parent/carer has not contacted us, a Camp Director/Lead will contact the local Social Care Team for advice and follow their recommendations. Two members of staff will remain at the Camp until the child is collected by Social Care. If the parent/carer has contacted us a mutually agreed plan will be followed which may incur further costs if relevant.