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**Disputed Parent Collection Procedure**

**Court Orders**

Dainty Little Hands Ltd Out of School Clubs must be given direction from the parent or guardian with parental responsibility in the form of a court order to be able to prevent another parent/guardian with parental responsibility (PR) from collecting the child/children.

If the parent who is prohibited from collecting the child/children via a court order tried to collect the child/children, then please follow this procedure;

1. DO NOT allow the parent onto school premises or club premises if possible
2. Call the Police IMMEDIATELY on 999
3. Call and inform the parent or guardian with the Court Order awarded to them (i.e. the resident parent or guardian) of what is happening and to arrange to collect the children immediately
4. Remember a Court Order prohibits a person from caring for their child and must always be adhered to.
5. Finally report this to the DSL – Jayne Dainty on 07843391751 as soon as is practically possible and safe to do so.

**Where no Court Order is in place however there is a dispute among parents/guardians–**

1. DO NOT allow the parent/guardian onto school premises or club premises if possible
2. Explain to the parent/guardian that you are only able to release the child/children to the parent/guardian who had dropped them off in the morning, this is our legal stance and adheres to our **Child Protection and Safeguarding practices**.
3. Call the parent or guardian who dropped off the child/children in the morning immediately to come and collect the child/children immediately.
4. Remember a Court Order prohibits a person from caring for their child and must be adhered to at all times, however without a court order parents can have joint parental responsibility. It is not our duty to become involved in care disputes and therefore Police must be called immediately if the parent or guardian who has arrived does not leave immediately.
5. If the parent/guardian you have asked to leave does not do so or behaves in an unacceptable manner, call the POLICE immediately on 999.
6. Finally report this to the DSL – Jayne Dainty on 07843391751 as soon as is practically possible and safe to do so.

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| Signed: | \_\_\_\_\_\_\_Jayne Dainty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_10/08/2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Policy review date: | \_\_\_\_\_\_\_\_\_\_01/08/2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |