

Caban Y Faenol CYF

Leaving and Collecting Children

The aim of the Caban Y Faenol is to implement arrangements that every child that is left at and collected from the setting is completely safe.

Ensuring that Caban Y Faenol has safe and effective procedures in place to leave and collect children is an essential part of respecting the Rights of the Child as stated in the United Nations Convention on the Rights of the Child, specifically:

Article 3: All organisations concerned with children should work towards what is best for each child.

Article 12: Children have the right to say what they think should happen when adults are making decisions that affect them, and to have their opinions taken into account.

Article 19: Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them.

Parents must notify the Club regarding attendance/non-attendance of their child. Failure to give sufficient notice results in the full cost of the session being charged, unless there are exceptional circumstances.

- During school holidays, staff will greet the child/children at the front door where the parents/carers will hand them over. That member of staff will then sign them in and sign them out of the Club's premises at the appropriate times.

Escorting children between school and club

- An appropriate number of staff will accompany children to their classrooms following breakfast club.
- Children will be collected from the school by an appropriate number of staff (dependant on numbers of children booked in to the Club) and safely escorted to the Club premises. They will then be signed in by members of staff.
- The school teachers and children will know the club staff.
- A thorough risk assessment will be carried out and reviewed regularly.
- There will be a clear agreement between school and Caban Y Faenol about when responsibility for the children's safety is officially transferred.
- If a child is absent from the club without prior warning, staff will check to see if they attended school that day (they will not accept the word of other children). If the whereabouts of the child is not clear, staff will immediately inform the designated contact at the school and contact the parents/carers.

Caban Y Faenol will:

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- keep a record of every individual that is permitted/not permitted to collect the child on the registration form.
- inform the parents/ carers/ guardians collecting the child that any changes to the collection arrangements must be discussed with the management.
- inform the parents/ carers/ guardians collecting the child they must inform the setting if there is any reason that the child will not be collected on time.
- in exceptional circumstances, and at the discretion of the manager, an arrangement can be made for collecting a child using a password permission system.
- any inconsistency in the arrangements for collecting the child will be discussed with the parents/ carers/ guardians and a record of any problems will be kept in the incident book. The manager will discuss the matter with the Committee.
- inform the parent/ carers/ guardians that it is their responsibility to hand the child over to a member of staff.
- take responsibility for handing the child over to whomever is collecting them thereafter the responsibility for the child is transferred back to the parents/ carers/ guardians.
- Parents must notify the Club within 24 hours regarding attendance/non-attendance of their child. Failure to give sufficient notice results in the full cost of the session being charged, unless there are exceptional circumstances.

Siblings/Children collecting

Caban Y Faenol understands that at times parents/carers are not always available to collect children on time/are delayed etc. and in such circumstances may send siblings/other children to collect their child/children.

As the legal minimum age for babysitting is 13 years, Caban Y Faenol will not allow any child under the age of 13 to collect a child. Also we will not release a child who is younger than the junior years - Year 3+ to anyone under the age of 16.

Parents must let us know if they intend to have a child under the age of 16 years collect their child/children and must have completed a permission slip beforehand. Caban Y Faenol will not hand children over to be collected by anyone under the age of 16 without a permission slip being filled in first.

Upon filling in and signing the permission slip parents agree that the responsibility of the child/children being collected transfers from Caban Y Faenol to themselves and the child who is collecting.