

Holiday Bible Week

Bishop's Stortford



Uncollected Child and Pick-Up Procedure

This document will be reviewed annually (or sooner if necessary) by the committee.

Last reviewed and agreed: 14 March 2024

Next review: Spring 2025

Rationale

Holiday Bible Week (HBW) has a duty to safeguard children in their care. Having systems in place to make sure they are dropped off and collected safely is an important part of this. Safeguarding is at the heart of HBW's practice and this policy has been written to support children's safety at the end of the day when releasing from the HBW site.

Procedure

1. Communication of Regular Pick-Up arrangements

- On the first day of HBW, parents and carers are asked to inform Tent Leaders who will be collecting their child.
- Emails sent to HBW regarding permissions and individual pick-up arrangements will be passed to the Tent Leader.
- If parents wish children in Year 5 or 6 to walk home unaccompanied, this information must be given in writing to Reception who will then inform Tent Leader. In years 5 and 6, this may mean that permission would be given by parents/carers for a child to walk home unaccompanied. HBW reserves the right to withhold permission for children to be released independently; this will be discussed with parent/carers as appropriate.

2. Parental Responsibility

- For children whose parent/carers have given permission for them to leave the site independently, parents and carers will be made aware that parental responsibility is passed back to them once their child leaves the classroom or tent.

3. Children in Nursery – Year 6

- At drop off, if a parent/carer gives permission for another adult to pick up their child at the end of the day then this will be recorded by the Tent Leader and visible to all volunteers dismissing children. Parent/carers are allowed to choose a password if the authorised adult is unknown to HBW volunteers.

4. Change of pick-up arrangements for any child during the day

- Parents/carers will be asked to ring HBW reception on the published number, regarding any 'on the day' change of arrangements, providing the name of the adult picking up and an agreed password (if desired), which they will need to give to the dismissing volunteer before the child can be released.

- For any change of pick-up arrangements for a child during the day, these will be communicated either in person by Reception Volunteers or by phoning the appropriate classroom/tent. Parent/carers are encouraged to inform HBW Reception of any change of pick-up arrangements by 2.45pm.

5. Procedure for Late Collections

In the event of lateness for collection HBW will ensure that:

- Attempts are made to contact the parents/carers on the telephone numbers they have provided.
- Attempts are made to call emergency contacts if parents/carers cannot be reached, so an authorised adult can come and collect the child.
- Children who are not collected on time will be brought to the HBW reception area. Parent/carers/authorised adult will be asked to sign their child out of Reception;
- Reception will keep a record of late collections.
- If parents/carers are frequently late collecting their children, HBW will meet with the child's parent/carer and/or contact them advising that they have concerns about the care the child is receiving and why.
- Parent/carers are responsible for ensuring that all emergency contacts details are kept up to date with HBW.
- If no parent or carer can be contacted or a child cannot be collected within 30 minutes the Chair of Committee and Safeguarding officer will be informed. If a child is not collected and no contact with parents/carers/authorised adults can be made within 1 hour then the Safeguarding Officer will contact social services for advice.

6. Procedure if parents/carers appear unable to provide safe care for their child

- There may be times when HBW is worried that the individual collecting a child is under the influence of alcohol or drugs, or their behaviour otherwise suggests that they may not be in a fit state to safely look after the child. In this case, HBW may decide to:
 - o ask the emergency contact to collect the child;
 - o record the incident as a potential safeguarding concern. Repeated instances of an individual appearing unfit to provide safe care may be discussed with Social Services. HBW does not have the legal authority to keep a child on the premises against a parent/carer's will. If HBW has immediate concerns about a child's welfare and the parent/carer insists on taking the child, then they will:
 - o contact the police;
 - o make a safeguarding referral to Social Services;
 - o keep a full written report of the incident.

7. Procedure if a child says they don't want to go home

- If a child discloses that they do not want to go home because of abuse or neglect, then HBW will follow their safeguarding and child protection procedures.