

POLICIES AND PROCEDURES

Arrival and Departure of Children to Kensington Resource Centre Procedure

| | |
|---------------------------------|--|
| Author | Sue Williams |
| Version | 2 |
| Approved at team meeting (date) | 12/04/16 |
| Cross Reference | Transport Policy, Car Park Procedure, Arrival and Departures of Visitors to Kensington Resource Centre Procedure |

Purpose of this document

To ensure the safety and security of all children/young people (CYP) whilst being transported to and from Kensington Resource Centre to attend an Aspired Futures (AF) session.

Details of Policy

All CYP will normally be transported to and from all provision by AF Core team members and transport facilitators in either the AF leased vehicle or core team member's personal vehicles.

Staff members must adhere to the AF policy for the transporting CYP at all times. All staff and volunteers have to sign to confirm they have read, understood and will adhere to the policies and procedures for transporting CYP and will keep to the following procedures;

- At all times when the AF Transport Facilitator or core team staff member along with one Transport Assistant transports the CYP from their home or designated address they will ensure that one person stays in the car to maintain the CYP's safety whilst the other person collects or takes the CYP from their property. The team members are encouraged to talk to and reassure the CYP, dealing with any issues arising. Staff must ensure they have the correct car seats for the CYP's age, weight and height according to government guidelines. Staff must check CYP's height for the correct car seat against the specified guidelines at the back door of the Mews building and Rainbow room. (See Transport policy and risk assessment for more information).
- All AF staff are to ensure that every CYP is safely secured in the car at all times throughout the journey. (See Transport policy and risk assessment).
- When arriving at Kensington Resource centre the transport facilitator/core team staff member will park the car at the back of the building, ensuring the safety of each CYP whilst the AF staff and volunteers remove the CYP from the car. Additional requirements for CYP with any disabilities or difficulties must be considered for getting them in and out of the car. CYP should normally enter into the building through the Mews entrance using the outside area closest to the building to walk round.
- If any outside areas are being used they will be clearly defined and adequately supervised at all times.
- Once inside the building the staff and CYP will remain in the building, they will be signed in immediately and staff/CYP will be deployed safely according to staff/child ratio. AF are committed to staff/child ratio being over and above OFSTED requirements.
- AF staff will ensure each CYP and adult is signed in on the register including time of arrival.
- On departure AF staff must sign the CYP and themselves out of the register, stating the time as they leave, and inform the member of staff that is staying in the building who is leaving and where they are going.

POLICIES AND PROCEDURES

- The Service and Volunteer Manager (SV Manager), lead sessional worker and transport facilitator are to carry a business mobile phone at all times during transport and the session in case of an emergency.
- Staff are to ensure the CYP's safety as they leave the building into the car park and extra staff and volunteers are used as needed to support CYP to get into the car safely.
- The Transport Facilitator and Transport Assistant must ensure they place the CYP into the appropriate car seat if needed and ensure their safety throughout the journey. (Car Park procedure in place).

On some occasions parents/carers will transport their CYP into the setting. This MUST be arranged with the Children and Young People Assessment and Inter-Agency Manager (CYP Manager) or SV Manager PRIOR to arrival and the parents/carers must adhere to the Arrival and Departures of Visitors to Kensington Resource Centre Procedures when this occurs.