

POLICIES AND PROCEDURES

Parent/Carer Absent from Designated Address Procedure

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Purpose of this document

To underline the procedure to be followed in the event of a parent/carers not being at the stated designated address when their child/young person (CYP) has been transported home.

Details of Procedure

- The Transport Facilitator or Transport Assistant will try to contact the parent/carers on their contact details first having been unable to gain a response at the usual designated address, if unable to make contact with the CYP parent/carers the Transport Facilitator or Transport Assistant must phone the Head of Services or Service and Volunteer (SV) Manager.
- The Transport Facilitator or Transport Assistant will check to see if a Multiple Address Confirmation Record form has been completed with permission for the CYP to be transported to a different address (Appendix 1) this can be found in each sessions transport folder.
- If no other address details are available or AF are unable to contact the parent/carers the Head of services or Service and Volunteer Manager will contact the emergency contact number and try to arrange to take the CYP to their address and also ask the emergency contact person to try and make contact with parent/carers.
- If unable to contact the emergency number, the Transport Facilitator and Transport Assistant will return to Kensington Resource Centre with the CYP and attempts will be made to contact the parent/carers/emergency contact for one hour.
- If after one hour the Head of Services or SV Manager are still unable to make contact, they would inform Blackpool Social Care Duty Team on 01253 477299 or the out of hours emergency number on 01253 477600 and follow their advice and guidelines to continue to safeguard the CYP.
- A full written report of the incident is recorded on the CYP's Incident & Chronology form and stored on their personal electronic file and a further copy of the report is held in the Aspired Futures (AF) office Accident, Incident, near misses, pre-existing injuries on arrival folder.
- If necessary, a Cause for Concern form is completed by all involved and saved in the CYP personal electronic file.
- In the event of a child protection issue all AF Team members must seek advice immediately from the Designated Safeguarding Lead and/or either the Head of Services or the Service and Volunteer Manager and follow AF policies and procedures for safeguarding CYP.
- All Staff must ensure they have a copy of the "What to do if you have a safeguarding issue on Transport" Document.



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All parent/carers must have signed and completed a CYP Registration Form and Multiple Address Confirmation Record form (where necessary) prior to the CYP being transported providing their contact details, two emergency contacts and alternative designated addresses where possible.

Parent/Carers are aware of this procedure having signed the AF Transportation Parent/Carers Agreement with the CYP Registration Form.

Appendix 1

Aspired Futures Multiple Address Confirmation Record

Name of child / young person		Date	
Address 1 (this should be the child's home address) Including postcode			
Address 2 (please include postcode)			
Name of responsible adult at Address 2 and their relationship to the CYP	Name: Relationship to child:		

I, the parent/carer of the child named above, give permission for my child to be returned to either of the addresses detailed above. I understand that a responsible adult needs to be present at the address whenever my child is returned by Aspired Futures.

I understand that Aspired Futures will only collect/return my child at the addresses shown above and that if I need to amend either or both of these addresses, I must complete a new Multiple Address Confirmation record form in order for the request to be honoured.

Signed.....(parent/carer)

Date.....

