

POLICIES AND PROCEDURES

Arrival and Departure of Children to Kensington Resource Centre Procedure

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Purpose of this document

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

Details of Policy

AF CYP may either be transported by parent/carers or transported to and from all provision by AF Core team members and Transport Facilitators in either the AF leased vehicle or a staff members personal vehicle.

Staff members must adhere to the AF policy for the transporting CYP at all times. All staff and volunteers must 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.
- 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/staff member will park the car either at the front or 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 will normally enter through the front door unless arranged otherwise by the lead person of the session. During group times, a staff member MUST open the door for them and not using the intercom.
- 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 session register including time of arrival.

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- On departure AF staff must sign the CYP and themselves out of the session 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.
- The Service and Volunteer Manager (SV Manager), lead Support 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).

If the CYP are transported by parent/carers as agreed prior to the session they must adhere to the following procedures.

- When arriving at Kensington Resource centre the parent/ carer will ring the bell to alert AF, a member of staff MUST then answer the door in person and not via the intercom.
- The person dropping off and picking up the CYP MUST be someone that AF are familiar with and will be agreed with prior to the session and cannot be someone under the age of 16.
- Parents/carers must stay with a staff member at all times and cannot be left to walk around freely in the house or grounds as stated in the Arrival and Departures of Visitors to Kensington Resource Centre Procedures
- It is important for Staff to talk with parents as they drop off and pick up to share any information.
- Once the CYP enters the building, a staff member must sign the child in including the time, they then will be signed out once they leave the building and no longer in our care.
- Staff member MUST see parents/carers out of the building.

In the instance that the parent/ carer does not pick the child up after the session or the person that does pick up is not appropriate AF will adhere to the following procedures.

- Attempts will be made to contact the parent/carers/emergency contact for one hour.
- If necessary, AF will transport the CYP off at their home ensuring they adhere to the transport Policy.
- If after one hour the Head of Services or the Service and Volunteer Manager are still unable to make contact, they would inform Blackpool Social Care Duty Team on 01253 477299 and follow their advice and guidelines to continue to safeguard the CYP.
- A full written report of the incident is recorded on a CYP's Incident form and stored on their personal electronic file and a further copy of the report is held in the Aspired Futures (AF) office Accident and Incident folder.
- If necessary, a Cause for Concern form is completed by all involved.
- In the event of a child protection issue all AF Team members must seek advice immediately from the Head of Services or Service and Volunteer Manager and follow AF policies and procedures for safeguarding CYP.