

The Magic Club

1. Drop Off and Collection Policy

1.1 Policy Statement

- 1.1.1 The safety and welfare of children attending the Magic Club is of paramount importance. We have established procedures for the drop off/ collection of children, to ensure a smooth transition and effective time keeping within our delivery.
- 1.1.2 Our Safeguarding Policy further outlines our commitment and approach to keeping children safe whilst in the care of the Magic Club

1.2 Definitions

- 1.2.1 Children and Young People: In this policy, as in the Children Act 1989 and 2004, a child is anyone who has not yet reached their 18th birthday. 'Children' refers to children and young people throughout.
- 1.2.1 Parent: In this policy the term 'parent' refers to parents, carers and guardians throughout

1.3 Dropping off a child

Upon arrival at the Magic Club:

- All children must be signed in by a member of staff or volunteer
- Parents should inform a member of staff of any information that is relevant to their child's participation in activities
- Parents should inform a member of staff if a person other than those detailed on the child's membership form as an authorised person will be collecting them after the session has ended.
- Staff will not allow a child to go home with a person, other than those identified on their membership form as an authorised person, without the express permission of those detailed on said membership form.

1.4 Collecting a Child

On leaving the Magic Club:

- All children must be signed out by a member of staff or volunteer
- A person collecting the child must be named on the child's membership form as an authorised person
- If a person collecting a child is not named on the child's membership form as an authorised person, written or verbal permission from the parent must be provided to a staff member prior to collection. On the first occasion, the person collecting the child must supply identification (eg driver's license)
- The person collecting the child must also be aged 16 or over, or 14 and over in the case of siblings
- Staff will not allow a child to go home with a person, other than those identified on their membership form as an authorised person, without the express permission of those detailed on said membership form.

1.5 Late Collection

- 1.5.1 Where a parent knows they will be late collecting their child after a session, they are required to inform the staff to make alternative arrangements.
- 1.5.2 If a child is not collected 15mins after a session has ended, the staff will attempt to contact the parents or authorised person(s)
- 1.5.3 If a child has not been collected after a session has ended and the Magic Club is unable to contact the parents or emergency contacts, after 1 hour the following procedures apply:
- the child will stay at the Magic Club in the presence of two members of staff (or one member of staff and one volunteer) until the Club closes or staff are no longer available to care for the child
 - Staff will then contact the Blackpool Children's Social Care Duty Team on 01253 477299
 - A full written report of the incident will be recorded on a Safeguarding Incident/Concern Reporting Form (SG1) and stored in line with our Data Protection Policy
- 1.5.4 Our policy requires two members of staff (or a member of staff and volunteer) to be present at all times when children are on the premises

1.6 Attempted collection by a parent who has been denied access in a Court Order

- 1.6.1 A parent who has been denied access to a child through a court order will not be permitted onto the Magic Club premises, nor allowed access to a child when activity takes place away from the Magic Club premises.
- 1.6.2 A copy of a Court Order currently in place must be shown to the Senior Youth Worker or Chief Executive Officer
- 1.6.3 If the parent who has been denied access becomes threatening and insists on attempting to remove the child from the Magic Club, the Youth Worker in Charge will call the Police.
- 1.6.4 A full written report of the incident will be recorded on a Safeguarding Incident/Concern Reporting Form (SG1) and stored in line with our Data Protection Policy

1.7 Attempted collection by a parent who is adversely affected by alcohol or drugs

- 1.7.1 The Magic Club will not release a child who is deemed to be at risk, if the parent or authorised person arrives at the Magic Club and staff are concerned they are in an unfit state due to drugs or alcohol
- 1.7.2 Staff will explain to the parent or authorised person who is unfit, why the child should not leave with them and offer to assist them by contacting the other authorised contact to collect the child
- 1.7.3 If the parent refuses assistance and insists on taking the child with them, and the staff believe the child be at risk the Youth Worker in Charge will immediately call the Police
- 1.7.4 A full written report of the incident will be recorded on a Safeguarding Incident/Concern Reporting Form (SG1) and stored in line with our Data Protection Policy

1.8 Walking Home

1.8.1 Children will only be able to walk home unaccompanied after written permission has been received by the Magic Club from a parent. (See Appendix A for draft letter)

1.9 Collection from Venues other than the Magic Club

1.9.1 When our sessions take place in venues other than the Magic Club, arrangements will be made with you at least two days prior.

1.9.2 All other procedures outlined within this policy will apply.

APPENDIX A

Draft Letter for child to walk home alone

[Your Name]
[Your Address]
[Your Address]
[Your Postcode]
[Your Contact Telephone Number]

[Date]

RE: Walking home alone [Child's Name]

Please accept this letter as written confirmation of my permission for my child to walk home alone after Magic Club sessions.

I will contact you again if this permission is to be withdrawn.

[Your Name]

[Your Signature]

Please return this letter by email to info@magicclub.org.uk OR by hand before your child's next session at the Magic Club.