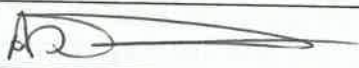




Marches Family Network

Arrivals and Departures Policy

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Updated By	
Owner	Trustees and Staff of Marches Family Network
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Signed by Chair of Trustees	
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Introduction

All children and young people who attend a Marches Family Network session will need to be dropped off by a responsible person and collected from the same session by a responsible person. A responsible person is deemed to be anyone aged 16 or over. Exceptions to this will be made on a case-by-case basis, and following discussion with the family

It is Marches Family Network policy that no young person will be allowed to leave a session unaccompanied, unless otherwise agreed.

Our Commitment

Marches Family Network will give a warm and friendly welcome to each young person on arrival and ensure that they depart safely at the end of each session.

Arrival

- The parent/carer is responsible for arranging the safe arrival of the young person at the appropriate venue or meeting point. Marches Family Network does not permit siblings who are youth workers to bring the young person to a session as youth workers have duties to perform before the session commences.
- Upon arrival, all parents/carers must sign the young person in as requested by the session leader
- Upon arrival, all parents/carers must provide details of who will be collecting the young person at the end of the session. If the person collecting is not known to the session leader a password will be given by them to the parent/carer. It is the responsibility of the parent/carer to ensure that they pass the password to the correct person.
- Parents/carers are responsible for ensuring that Marches Family Network staff are fully informed of all up-to-date medication information for the young person, and that the relevant paperwork is completed. (See Administering Medication Policy for full details)
- Upon arrival any medication should be passed on to the session leader for safe storage.
- Upon arrival the session leader is available to answer any queries that the parent/carer may have.
- The youth worker allocated to the young person for that session will greet and welcome them, enabling the parents/carers to pass on any relevant information regarding the young person's current wellbeing and how this may affect their day.
- When a young person is signed in the parent/carer should ensure that they give the youth worker their young person's bag packed ready for the day. The bag needs to contain
 - Packed lunch, drinks and snacks
 - Appropriate spare clothing (including sun hats, coats etc as appropriate for the season)
 - Sun cream (depending on the season)
 - Any personal hygiene products that may be required.
- Anything that is left at a session should be clearly labelled with the young person's name.

Departure

- Marches Family Network will only allow the person named during the arrivals process to collect a young person from a session. If that person is not known to the session leader, they will be expected to give the password issued to the parent/carer earlier before the young person is handed into their care.
- Marches Family Network does not permit siblings who are youth workers to collect the young person from a session as youth workers have duties to perform after the session has finished.
- If someone arrives to collect the young person that is not expected, they will be asked to wait until all the other young people have been collected, the session leader will then contact the parent/carer for confirmation of who should be collecting.
- In the event where a parent/carer has a last-minute change of plans and cannot pick up their

young person, they should contact the session leader on the mobile number that is provided on the booking form and inform them of who is collecting on their behalf. A password will be issued so that the person collecting can be correctly identified.

Young People Arriving/Departing Independently

- Prior to any young person arriving or departing independently, a discussion will be held between Marches Family Network, the parents/carers and the young person.
- Numerous factors will be considered before a decision is made, including:
 - The young person's age
 - Whether the young person has completed travel training
 - Whether the young person has access to a mobile phone.
- Marches Family Network decision is final.
- If a young person is arriving/departing independently, they will be encouraged to contact their parents/carers upon arriving and departing. Parent/carers are also encouraged to contact the leader regarding anything the session staff need to be aware of that would normally be spoken about at a handover.

