



Policy Title:	Safe Pick Up and Hand Over
Policy Section:	Safeguarding
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Review Body:	SLT
Governing Committee:	Audit & Risk Committee
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Introduction

This policy provides guidance to all adults working within the club whether paid or voluntary. It is designed to ensure that Junior Club members:

1. Arrive safely;
2. Are correctly registered for attendance and Fire Safety reasons; and
3. Are properly handed over to a designated Responsible Adult - at which point the Organisation's duty of care falls away.

And that Senior Club Members:

1. Are correctly registered for attendance and Fire Safety reasons;
2. Correctly sign out on departure.

The following headings make up the policy:

1. Junior Club:
 - a. Faith Primary School - The Walking Bus;
 - b. "Other" arrivals to Junior Club;
 - c. The Daily Register;
 - d. Safe hand-over to a Responsible Adult;
 - e. Safe hand-over to a continuation club / society;
 - f. In the event of a lost child
2. Senior Club:
 - a. Arrivals to Senior Club;
 - b. Safe Departure.

Junior Club

1. Faith Primary School - The Walking Bus
 - a. Mon-Thu 5 members of the Youth Workers are designated to supervise The Walking Bus from Faith Primary School.
 - b. Youth Workers are required to sign in at the Shewsy by 2:30pm if on the Walking Bus to Faith and depart for Faith by 2:45pm.
 - i. The Time Sheeted Session for Walking Bus youth workers finishes at 5:30pm.
 - c. On arrival at school, 2 Youth Workers - wearing Shewsy lanyards, ID badges and Hi-Vis jackets - visit the classes from Reception to Year 6, take a register in class and escort the club members to the Main Hall.
 - d. In the Main Hall, Club members sit in year group rows and put on the Hi-Vis jackets.
 - e. Before departure, a final headcount is taken and cross-checked against the register.
2. Other Junior Club Members:
 - a. Members of Junior Club not arriving via The Walking Bus must be handed over by a Responsible Adult to a Youth Worker wearing a Shewsy lanyard and ID badge.
 - b. The Youth Worker must record the arrival on the "Others" Register on the clipboard in the Entrance Lobby.
3. The Daily Register:
 - a. On arrival at the Club, the Youth Worker designated for Registration on the weekly Staff Rota adds the "Others" register to the Main Register which is then kept in the Main Entrance Lobby for Fire Evacuation / Safe Departure purposes.
4. Safe Hand-Over to a Responsible Adult:
 - a. At 5:15, the Youth Worker designated for Registration on the Weekly Staff Rota is based in the Main Lobby.
 - b. On arrival for pick up, the Responsible Adult makes clear to the Youth Worker the name(s) of the club member(s) to be picked up, waits in the Main Lobby for the club member to be brought through.
 - i. A second member of staff collects club members from the club to ensure that the entrance desk is always attended.
 - c. The club member(s) is/are then signed out with the time of departure safely recorded.
5. Safe Hand-Over to a Continuation Club / Society (eg LFC Free Kicks / Karate)

- a. Club members who are moving on to a continuation society are handed over to the Responsible Adult running that Club / Society who then adds them to the Continuation Club register.
 - b. The Youth Worker informs his / her colleague designated for Registration.
 - c. At this point, responsibility passes over to the Continuation Club / Society.
6. In the event of a lost child:
- a. At the end of the Junior Club session, the Youth Worker with designated responsibility for registration checks the register to ensure that all club members have been safely handed over.
 - b. In the event of a club member not being recorded as "safely handed over" the club then moves into "the lost child procedure":
 - i. Step One: The Senior Youth Worker calls the parent / carer to find out if the club member has been safely picked up (ie registration error to be followed up by internal investigation). If the Club Member has not been safely picked up, the "lost child procedure" is activated.
 - ii. Step Two: A search of club premises is takes place to include a search of the CCTV recordings from the Main Lobby.
 - iii. Step Three: If after 10 minutes of searching, the club member has not been found, the Police are informed via a 999 call citing a "missing minor".
 - iv. All "lost child" events will be followed up with an internal club investigation led by the SEO and the Senior Youth Worker and all lessons learned incorporated into future policy.

Senior Club

- 1. Senior Club Members have a voluntary relationship with the Club and can come and go as they wish.
 - a. CCTV monitors the entrance and departure of club members.
- 2. On arrival at Senior Club
 - a. Club members must register with the Youth Worker designated for Registration.
 - b. The Main Register is then kept in the Senior Club Entrance Lobby for ready access in the event of a Fire or Emergency Evacuation drill.