

Registration and Dismissal Policy – Clifton Methodist Youth Clubs

The **Registration and Dismissal** policy applies to all young people under the care of the youth club staff during organised sessions.

This policy is in line with current safeguarding guidelines.

The following points apply:

- All young people must have an up to date registration form at all times.
- When a young person arrives at the youth club they must sign in on the youth club register.
- At the end of the session the young people will be dismissed by a minimum of two staff members, at the main door.
- Young people that attend the **'Junior'** youth club need to be collected by a responsible adult at the end of the session.
- Young people that attend the **'Senior'** youth club may, with parental consent and at youth clubs discretion, make their own way home. This is only the case when the session has finished. If a young person needs to leave before the end of the session they must be collected by a responsible adult.

Parents must inform a staff member if their child is to be collected by an alternative responsible adult.

If a long-standing arrangement is in place to collect somebody else's child we must have this in writing and consent from both parents.

Contacts on the registration form will be used in the unlikely event that a child is not collected at the end of a session.

If a responsible adult does not turn up to collect your child at the end of the session the following procedure will take place:

1. The first contact will be called 10 minutes after the advertised session finish time.
2. If the first contact can't be contacted the remaining emergency contacts, on the registration form, will be called.
3. If no contact can be made within 30 minutes of the advertised finish time, youth club staff will contact Social Services and this will be logged in line with our current Safeguarding policy.
4. If step 3 is taken, we will make all reasonable efforts to inform the responsible adult for the child at the earliest convenience.

This policy will be reviewed annually.