

# UWE Hotshots Holiday Camp: Children not accompanied by an Adult Policy

## Purpose

This policy outlines the procedures and safeguarding measures for children who arrive at and leave the facility without being accompanied by a parent or carer. It ensures that all children are kept safe and that parents/carers are fully informed of their child's movements.

- Children must be **aged 10 or above** to arrive at or leave the facility unaccompanied.
- No child under the age of 10 may enter or exit the facility without an adult.

## Parental/Carer Permission Requirements

- Parents/carers must provide **written permission** confirming that:
  - They allow their child (aged 10+) to **arrive at the facility unaccompanied**.
  - They allow their child to **leave the facility unaccompanied** at the end of the day.
- Permission must be submitted **in advance** and stored securely.
- The online store must be updated to reflect this requirement.

## Arrival Procedure

- When a child arrives unaccompanied, staff must **call or text the parent/carers** to confirm the child has arrived safely.
- This communication must be logged daily.

## 5. Departure Procedure

- Before a child is permitted to leave unaccompanied at the end of the day:
  - Staff must **call the parent/carers**.
  - Staff must **speak directly to the parent/carers** (voicemail is not sufficient).
  - Only once verbal confirmation is received may the child be released.

## 6. Staff Responsibilities

- Follow arrival and departure procedures consistently.
- Maintain accurate records of:
  - Written permissions
  - Daily arrival confirmations
  - Daily departure confirmations
- Report any concerns immediately to the safeguarding lead.