

Policy on Collection by a Sibling for Wrap Around and Holiday Clubs

This policy outlines the conditions under which a sibling may collect a child from our Wrap Around and Holiday Clubs. It ensures compliance with UK safeguarding laws and promotes the safety and welfare of all children in our care.

Legal and Regulatory Framework This policy is informed by the following:

- **Children Act 1989 & 2004:** Emphasizing the duty to safeguard and promote the welfare of children.
- **Ofsted Requirements:** As an Ofsted-registered provider, we adhere to all regulatory standards concerning child collection and safeguarding.

Definitions

- **Sibling:** For the purposes of this policy, a sibling includes biological, half, step, and adoptive siblings.

Age and Maturity Considerations We require that siblings collecting children are at least 16 years old. The sibling must demonstrate sufficient maturity and ability to assume responsibility for the child being collected.

Parental Consent Parents or legal guardians must provide written consent specifying the sibling authorised to collect their child. Consent forms are available from our administration team.

Identification and Verification Siblings collecting a child must:

- Present a valid photo ID (e.g., passport, driver's license, or school ID with a photograph)
- Be listed as an authorised collector on the child's registration form.

Risk Assessment Each case will be individually assessed to ensure the sibling's suitability. Factors considered include the sibling's age, maturity, and the child's specific needs. We reserve the right to decline collection by a sibling if deemed inappropriate.

Record Keeping We will maintain accurate records of all individuals authorised to collect children, including siblings. Records will include written consents and instances when a sibling collects a child.

Staff Training All staff will receive training on this policy to ensure they understand the procedures and their safeguarding responsibilities.

Communication with Parents This policy will be shared with all parents and guardians at the point of registration and available upon request. Parents are encouraged to discuss any concerns or special circumstances with our team.

Contact Information For questions or further clarification regarding this policy, please contact our safeguarding lead at 01275 867128/leanne.selman@futurestarscoaching.co.uk

Policy Effective Date: January 2025

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