

# COLLECTION POLICY

## ACTIV8 EDUCATION GROUP

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## **Activ8 Camps collection procedure**

Safeguarding at AEG is paramount and for the collection of children we have an unnegotiable policy in order to uphold our child protection obligations.

### **Collection of children**

1. Only named individuals can collect children from Activ8 provision without prior consent from their parents /careers, a list of approved collectors is taken as part of our booking process.
2. Whoever drops the children off must sign them in with lead staff member.
3. All children must be signed out each day via lead staff member.
4. Any new medical conditions must be disclosed when dropping the children off along with relevant medicine. Medicine administration form must be completed when required
5. All children must be dropped off wearing appropriate clothes for all possible weather conditions.
6. All children must be collected by someone over the age of 16 unless a prior agreement has been made with Activ8 management.
7. Children are allowed to walk home independently with written permission from a parent/carer, handed to a lead staff member by parent/carer at drop off.
8. All provision will require a collection password when booking on your child/children, if a different adult is collecting at the end of day, please ensure they are familiar with this password and have appropriate ID.
9. If a different adult is collecting, please make lead coaches aware at drop off.

### **Appropriate Adult for the collection of children**

Although the majority of the time we can use facial recognition for parents collecting, this may not always be the case, especially if it is a new venue, or you are new to camp. We ask you understand our collection rules below, as the safeguarding of the children in our care is everyone's priority.

1. Activ8 staff will refuse collection to anyone who they believe hasn't been instructed to collect the child.
2. Activ8 staff will refuse collection if you are an unfamiliar adult, or new to camp and can't remember your password.

3. Anyone who staff believe to be under the influence of drugs or alcohol will be refused collection and the child will remain under the care of Activ8 staff until an appropriate person can collect.
4. Any abuse to staff will not be tolerated and anyone doing this will be asked to leave the premises and the police will be called if anyone refuses the request.

If you are unable to remember password, Activ8 staff will encourage you to log in to your booking portal to find your password, or they will call the primary contact to share the password with you.

**Activ8 staff will not and can not remind you of your password.**