

4.1 Arrival & Departure

1. Changes from last issue

2. Objective

It is Aberdeenshire Council's objective to make sure that all children attending the activities camp feel welcome, safe and secure. Parents/carers must also feel that they are welcome and that the children are in a safe and secure environment.

3. Arrivals

- Parents/guardians are requested to pass the care of the child over to an Activities Camp Leader.
- The Camp Leader then has the responsibility to ensure the child's name is registered and that the parent signs the child in to the camp using the registration form.
- The Camp Leader identifies some key information required for the camp such as; interests, confirms/discusses any medical or allergy information, swimming experience and who is collecting the child.
- If the child is to be collected by someone other than the parent/guardian details of that person must be given including relationship and full name. This is to be recorded by the Leader. Camp Leader must inform the parent/ guardian that ID from that person will be required.
- The camp leader introduces the child & parent/guardian to the camp highlighting some key information including where the child can be collected from. This must be conducted in a professional and friendly manner.
- If there is any medicine to be administered then the Administration of Medicine form must be completed (see details and form template in Administration of Medicine Policy 4.4)

4. Departures

- Parents/guardians are requested to let the Camp Leader know that they are taking the child from camp.
- It is the Camp Leaders responsibility to make sure that the parent/guardian signs the child out of camp.
- If the person collecting the child is not the parent/guardian they must show ID and relationship to child.
- It is the Camp Leaders responsibility to de-brief the parent/guardian with information on topics such as achievements, activities enjoyed, accidents or incidents and any other relevant information.

5. Late or No collection

If the child is not collected within a reasonable amount of time (15 minutes has been allocated) after finishing time, the following procedures will be implemented.

- Duty Officer will be informed.
- The Duty Officer will try to get in touch with the contact details recorded on application form.
- Failing contact, the Duty Officer will then try and contact the Emergency contact numbers.
- An allocated Camp Leader must stay behind with the child in a safe staffed building until the parents arrive.
- The Duty Officer will continue to try the numbers every 10 minutes and this will be logged in an incident report form.
- Staff must stay with the child reassuring them and making them comfortable during this time.
- If after an hour no contact has been made then social Services must be contacted.
- For the additional care required there will be a charge of £15 per hour late fee.