



SEASONAL HOLIDAY SCHEME: ADMISSIONS & COLLECTION POLICY

1. Admissions Criteria & Process

- **Open Access:** Our scheme is open to all young people aged 3 to 12 years, subject to availability and our ability to safely meet their individual care and medical needs.
- **Pre-Registration Requirement:** No child will be admitted to the scheme under any circumstances until a full **Parental Registration & Policy Consent Form** has been completed, signed, and submitted by a parent/guardian holding legal parental responsibility.
- **HSC Inspection Compliance:** By registering, parents explicitly acknowledge that our scheme is undergoing registration and inspection by the **HSC Early Years Provision**. All child records, individual care plans, and registers will be securely maintained and made available to HSC Trust staff during inspections to verify compliance with the Minimum Standards

2. Authorised Collection Protocols

- **Strict Sign-In/Out:** Every young person must be physically escorted into and out of the venue. A digital or paper daily attendance register must be signed by the accompanying adult and verified by a staff member, noting the exact times of arrival and departure.
- **Authorised Adults Only:** Children will only be released into the care of individuals explicitly named on the registration form as holding parental responsibility or listed as an authorised alternative contact.
- **Responsibility From Point Of Collection:** Authorised adults are solely responsible for their child once they have been released by staff into their care.
- **Password Verification:** If an alternative adult is collecting a child, parents must notify the Person in Charge in advance and the collector must provide the pre-arranged security password or photo identification before the child is released.

- **Under-Age Collection:** No young person will be released to anyone under the age of 16.

3. Legal Restrictions & Court Orders

- **Legal Proof:** Where parents are separated, or child services are involved, both parents are legally permitted to collect the child unless the scheme is provided with official, written legal documentation to the contrary.
- **Restricted Access:** If a court order, emergency injunction by children's services, or legal restriction is active against an individual, the scheme must hold a copy of the official documentation on file. Staff will strictly deny access, contact, or collection to any restricted individual.
- **Emergency Response:** If a restricted individual attempts to approach the venue, contact the young person, or demand collection, staff will immediately activate the **Designated Officer** protocol and contact the **Police Service of Northern Ireland (PSNI)** via 999.

4. Late Collection and Non-Collection Procedure

- **Late Fees:** The scheme operates strict start and closing times. Late collections strain staff-to-child ratios and may result in a formal late fee penalty of £20.
- **Unnotified Delays:** If a child is not collected within 15 minutes of the session closing, and no communication has been received, senior staff will implement the emergency protocol:
 1. Attempt to call the primary parent/guardian.
 2. If unreachable, attempt to call all alternative emergency contacts listed on the registration form.
 3. Two staff members (including at least one Senior Staff member) will remain on-site to supervise the child safely.
- **Escalation:** If 1 hour passes after closing time, and absolutely no contact can be made with any authorized adult, the **Designated Officer** will contact the local **HSC Trust Children's Services Gateway Team** or the emergency out-of-hours social work services for intervention. Staff will never attempt to transport the child home themselves.