



Campette Collection Policy

To ensure that the Campettes in our care are collected by authorised adults only, the following procedures must be adhered to:

- When a Campette is first registered on Day 1 at camp, a collection form must be completed detailing those adults who have parental responsibility and any other responsible adults (over 16 years) who are authorised to collect the Campette.
- If a Campette is permitted to walk home, their parent/guardian must submit written consent.
- This must be updated by the parents/guardians if there are any changes to these arrangements.
- Parents/Guardians must inform the Camp Team who will normally be collecting the Campette and always inform them if someone else is going to collect the child, giving them a description.

If an unknown/unauthorised individual arrives to collect a Campette:

- If an unknown or unauthorised person arrives to collect a child then under no circumstances must our Leaders release the Campette.
- Our leaders should then contact the parents/carers immediately to inform them that they cannot release the Campette.
- If a known person arrives to collect a Campette but is not the normal person who collects, then the leaders must first contact the parents to check if the Campette can be released with this individual, ensuring they give a description.
- If a known person arrives to collect a Campette but is not in a state which our leaders deem suitable to care for a child (e.g. acting violently or under the influence of alcohol or other substances), then the leaders must not release them. The leaders should then call another authorised person to come and collect the Campette.
- In the event that there is a court order in place to prevent access by a parent, then Michaela Foundation will adhere to this and place a copy on the Campette's file.



Late Collection:

Should a Campette not be collected by the end of the day and the Camp Team have not been notified of any reason for the delay then they must follow the following procedure:

- After 15 minutes, make contact with the parent/guardian to find out why they are delayed.
- If they are unavailable, the leaders should try to contact the other nominated adults authorised to collect.
- If the leaders have been unsuccessful in making contact with any of the authorised adults after 30 minutes, they must contact Michaela Foundation's Designated Children's Officers: Orla McIntyre (07712323716) or Janine Diamond (07703754991)