



To provide the safest possible environment for your children we have in place a registration and collection procedure for the Crèche (Pre School), KIDS ROOTS (Primary School, Reception Year to Year 6) and BLAST programmes (Secondary School, Year 7 to Year 11)

### Registration Form

When you register for you and your family's passes to the event you will be given a registration form for each of your children under the age of 16. You will be asked to complete this form and take it with you when you register your child into the Crèche, KIDS ROOTS or BLAST programmes for the first time.

On this form you will be asked to provide details of how you can be contacted during the event, to give any information regarding your child's dietary needs, allergies and to give any specific information that will help us care for your child during the event.

Parents of children in the BLAST Programme (School Years 7 to Year 11) have the option to register their children in and out of the programme and must indicate their preference on the form.

If you do not wish to register your children please send the completed form with your child to hand in at the first BLAST session they attend.

If you do wish to register your children please take the completed forms with you and hand it into the BLAST registration team at the registration desk at the first BLAST session your child attends.

Registration systems have been put in place to ensure the safety of your children.

### Register and Collect – Crèche

For every session your child attends, a sign in slip will need to be filled in and signed. You can speed up the registration process by coming prepared with a completed slip. The slip has two sides and you will need to sign both. When you drop off your child you retain one half, and the Crèche team retain the other. When you collect your child the Crèche team will match your signature with the other half of the slip and you will be able to pick up your child.



PLEASE SEE OUR PHOTOGRAPH POLICY ON PAGE THREE

### PLEASE NOTE:

- A parent may wear or carry the wristband of a child in the Crèche if they feel it is inappropriate for their child to wear it. They will be asked to show the band whenever checking their child in and out of the session. Alternatively you may put the wrist band round the strap of your child's nappy bag.
- We are unable to provide a registration system for any activities taking place on the Victoria Park site or for the After Hours programme.
- The registration and collection times are listed on pages seven, eight and nine. Please ensure that you collect your child during the times stated. ROOTS reserves the right to exclude a child from the programme if their parent does not abide by the register and collect procedures outlined above.
- It is not possible for a young person in year 12 or above to attend the BLAST programme. This is because anybody in this age category with access to the Under 16's venue must be registered onto our team and have been cleared to work with children. Any contractors and visitors to the venue are supervised at all times. It is not possible to supervise older young people in the BLAST programme. This policy is in line with The Salvation Army's Safe & Sound policy.

We ask that all parents follow these procedures at all times. If anything is unclear please ask one of our team who will be able to assist you.

### WRISTBANDS

Every delegate at ROOTS is required to have a wristband. These are coloured and indicate the age of the delegate. This allows us to monitor who is allowed in and out of our under 16's venues. The colours are:

**Parklife** (Year 12+) = Green

**BLAST** (Year 7 to 11) = Blue – if not being registered or collected

= Blue and yellow striped – if being registered and collected

**KIDS ROOTS** (Reception to Year 6) = Yellow

**Crèche** (Pre School) = Orange

### Register and Collect – KIDS ROOTS

For every session your child attends you are required to sign your child in and out on a register. To provide additional security your child will only be released to the person who signed them in. Both parents/guardians may sign a child in and later decide who will pick up their child as long as both signatures appear on the register.

Due to the large number of children in KIDS ROOTS and the external venue we are unable to offer the same registration system as offered in the Crèche.

### Register and Collect – BLAST

You will be asked at the main registration if you wish to register and collect your child in and out of each session. The answer will be marked on each individual child's registration form and they will be given the correct wristband.

If you say **NO** your child will be issued with a **blue** wristband and will be free to make their own way to and from the venue.

If you say **YES** your child will be issued with a **blue and yellow** striped wristband. You will be required to sign your child in and out of every session at the registration desk. Your child will not be allowed to leave the venue until collected. To provide additional security your child will only be released to the person who signed them in. Both parents/guardians may sign a child in and later decide who will pick up their child as long as both signatures appear on the register.

Should you wish to change your mind and decide you do, or do not, wish to register and collect your child, you must notify the registration team at the registration desk in the BLAST venue in person when you drop your child off. A note or verbal message will not be accepted. You will be asked to sign to confirm your new instruction and your child will be issued with a new wristband. It is not possible to collect a new wristband at Delegate Services.