



Home Contact Policy

Purpose

This policy sets out the reasons for having a home contact. For those operating the policy a set of procedure guidelines are also available.

Home Contact

Whenever KEY takes a group of young people on an activity outside our normal weekly club activities, a home contact should be identified.

Role of the Home Contact

The role of the home contact is to be available in the event of the following:

- An emergency in which the emergency services may need to contact someone from KEY who is not on the activity to gain information regarding those who are attending or their emergency contact's details.
- To provide support to the youth workers if an emergency takes place and they require outside support.
- To be available to consult with the leader regarding action to be taken if an emergency occurs which may mean that one member of staff needs to leave eg in the case of needing to take young person to hospital or one of the adults becoming ill. These options could include, remaining adults managing a reduced programme, alternative adults being found to attend eg parents, staff or volunteers or the trip being abandoned.
- Liaise with the parents or guardians of the young people if a situation arises where they may be concerned or need information, for example late return to the collection point.

The home contact will:

- Hold the details of all young people and workers who are undertaking the outside activity, including any special requirements or medical needs.
- Hold the details of the emergency contact, parents and /or guardians for those young people and workers.
- A full schedule of the programme taking place, including contact details.