



Dear Parent/Guardian,

At the start of this new year we would like to take this opportunity to clarify a few details to do with dropping off and collecting young people from Link.

As I hope you are aware, all the adults who attend Link are DBS cleared and have gone through safeguarding training. This is to ensure that the young people at Link are as safe as possible. Due to a new safeguarding policy (written by Scripture Union and adopted by us) we are only allowed to have adults at our groups who are official CSWH workers or volunteers, have had a DBS carried out and have attended at least level 2 safeguarding training. The only exception to this is if we have agreed an adult to be with us and one of us is allocated to stay with them at all times (because of the implications practically to this, this will only be allowed in exceptional/rare circumstances).

Therefore we need to make some adjustments to how we allow parents to drop off and collect from the group.

Link officially runs from 7pm until 9pm. Parents are welcome to come into the main church room to collect from 8:55pm. If you wish/need to collect your young person before 8:55pm we will ask you to wait in the foyer, we will then go and inform your young person that it is time for them to go. From 8:55pm parents are allowed in to the main church room to collect their young person.

If you are not going to come into the church to collect your son/daughter but are going to wait in the car, please can you text either myself or Sarah to let us know when you are outside so that we are aware, there have been times that a young person has simply got up and left (with us then chasing after them!) because they have had a text to say their parent is outside.

Please can we also ask that parents are reasonably prompt at collecting at 9pm. We are a little flexible and if ever you have a problem and are running late just let us know. However we would ask you to bare in mind that the team have been at work since at least 9am, either with CSWH or in another workplace and at 9:15pm would like to go home and for some, have dinner, since they have come straight from work.

## **Arrival**

Please do not allow your young person to arrive before 7pm. With our busy schedule on Mondays, we are sometimes coming straight to link from another work appointment, this means we may not be there before 7pm.

Also if you bring your son/daughter to Link please be aware that from this week we can only allow parents to be in the church room until 7:10pm. This allows for parents to discuss anything that they need to with the team, but also means we are sticking to our safeguarding policy. If your son/daughter arrives after 7:10pm and you need to speak to us, you will need to do so in the foyer.

I know this is a long, drawn out, rather formal letter but my aim is to avoid unnecessary embarrassment.

We thank you for your understanding.

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