

# Dice & Balls CIC – Child Supervision & Drop-Off Policy

*(Draft Policy)*

## 1. Purpose of this Policy

Dice & Balls CIC is committed to providing a safe, inclusive and well-managed environment for children, young people, families, volunteers, and staff.

This policy sets out clear rules for when children may attend sessions, the level of supervision required, and the responsibilities of parents/carers and Dice & Balls staff.

This policy applies to all activities run by Dice & Balls CIC at Studio 8 and any other venue used for our sessions.

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## 2. Key Principles

1. **Parents/carers are responsible for their children at all times unless a session is explicitly advertised as a staffed, drop-off activity (e.g., Holiday Club).**
  2. **Children must not be left without a parent/carer unless the session is designed, risk-assessed, and staffed for this purpose.**
  3. **Volunteers and session leaders must not be placed in sole-responsibility situations they have not agreed to or are not DBS-checked/trained for.**
  4. **Clear communication between staff, volunteers, and families is essential to maintain safety and trust.**
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## 3. Age-Related Supervision Rules

### 3.1 Children Under 11

- Children aged **10 and under must be supervised by a parent or responsible adult at all times** while on the premises.
- They **cannot be left**, even briefly, during regular sessions such as D&D, open hub hours, or drop-in gaming.
- Parents/carers must remain in the building and retain full responsibility for behaviour, safety, and toileting.

### 3.2 Children Aged 11–15 (Secondary School Age)

- Children aged **11–15 may attend certain sessions without a parent**, provided:

- The session format is suitable for independent attendance.
- The young person is known to Dice & Balls staff as able to self-manage safely.
- The parent/carer gives **explicit permission** for independent attendance.
- Dice & Balls reserves the right to request parental supervision for any young person ( regardless of age) if behaviour, additional needs, or session circumstances require it.
- These young people remain under **Dice & Balls’ general duty of care**, but are **not individually supervised**, and may come and go unless otherwise arranged with their parent/carer.

### 3.3 Young People Aged 16+

- May attend independently.
  - Parents/carers retain responsibility for determining whether this is appropriate for their young person.
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## 4. Sessions Where Drop-Off /s Permitted

### 4.1 Holiday Club

Holiday Clubs are the **only** sessions currently designed for children to be left without their parent/carer.

Requirements:

- A completed registration form (contact details, emergency information, additional needs).
- Staff/volunteer ratios appropriate to activity and age group.
- At least **one DBS-checked staff member** present.
- Clear start/end times with signed drop-off and pick-up.

### 4.2 Other Sessions (e.g., D&D groups)

- Children **may only be left** if:
    - Both Directors have **agreed in advance** that the session is suitable.
    - A risk assessment has been completed.
    - Parents have been informed in writing.
    - Staff/volunteers covering the session have been briefed and have consented.
  - No child should be left solely because “they usually attend” or because a parent chooses to leave unexpectedly.
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## 5. Staffing, Volunteers & DBS Requirements

- Children must **never be supervised by a lone adult** unless:
    - They are a Director/approved staff member,
    - They are DBS-checked, and
    - The session is designed for drop-off.
  - Where a session leader is not DBS-checked, they must not be placed in a position where they could be alone with a child (e.g., escorting to toilets, managing behavioural crises without backup).
  - Trainers, guest GMs, or temporary session leaders **must be informed in advance** if children may attend without parents.
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## 6. Behavioural Expectations & Safety Management

- Dice & Balls reserves the right to require parental supervision or to refuse attendance for any child whose behaviour:
    - Poses a risk to themselves or others,
    - Disrupts the session,
    - Exceeds the capacity of the staff or volunteers present to manage safely.
  - If a child is likely to wander off, leave the premises, or require close supervision, they **must** have an adult on-site responsible for them.
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## 7. Communication With Families

Dice & Balls CIC will:

- Publish this policy on the website.
- Include it in booking confirmations where relevant.
- Email existing parents/carers to ensure clarity.
- Inform all volunteers and session leaders before allocating them to any youth session.

Parents/carers must:

- Inform Dice & Balls if they intend to leave a child aged 11–15 unaccompanied.
- Ensure contact details are up to date.
- Be reachable at all times during the session.

Unexpected drop-offs will not be accepted.

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## 8. Exceptions & Director Discretion

- Both Directors (Zoe Clarke and Saphia Clarke) must agree to any exceptions.
  - Decisions will prioritise safeguarding, staff capacity, and the safety of the community.
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## 9. Review

This policy will be reviewed every **12 months** or sooner if:

- Legislation changes,
- Safeguarding guidance updates,
- Issues arise that highlight a need for revision.