



RETAS LEEDS

Children (Under 18s) Policy – March 2019

RETAS is a service for **adult** refugees and asylum seekers (18 years old and above)

The following is a summary of RETAS' policy in regards to children in our centres. We strongly encourage clients, volunteers and staff members to respect these guidelines.

1. Parents or guardians who bring children to **group sessions** or **training courses** will be **turned away**
2. Parents with children are advised to **seek childcare** before attending any of the RETAS services
3. **First time appointments:** If a parent or guardian comes to a first appointment with a child **a full advice session will not take place.** The sessions will instead be kept to about 15 minutes and arrangements will be made for the parent to return without the child where possible. If this is not possible, alternative plans will be discussed such as telephone sessions or meeting in a venue with proper facilities for childcare
4. **Assessments:** If a parent or guardian comes to an assessment with a child the session with the advisor will be kept very short. The adviser will explain that no follow up sessions or courses at RETAS can be arranged unless the client can make plans for childcare
5. If you are **under 18 you will not be eligible** for receiving RETAS services and we will make every attempt to refer you to an appropriate alternative service

RETAS would like to emphasise that **it is the parent or guardians' full responsibility for the health, safety, welfare and whereabouts of their child** when on the RETAS premises and your child must remain with you at all times.

If you have come to RETAS to **visit** staff or volunteers please **remain with your child in the reception area.**



Many thanks, RETAS Leeds team

27/02/2019