

BIG BROTHERS BIG SISTERS OF NELSON

OVERNIGHT POLICY

Policy	
Background	<p>Child safety is paramount. One of the critical areas where a child's safety can be jeopardised and there is risk to both the volunteer and the program is where the child stays overnight with the mentor. There are many issues that can arise during an overnight that create situations of potential risk. For example, the child may have nightmares and enter the adult's bedroom looking for comfort. Emergency situations such as fire or earthquake also need to be considered including evacuation procedures. Other potential problem areas, ie; camping where the child may sleep in close proximity to the volunteer, bed-wetting, showering, bathing and changing clothes all need to be thought through and planned for in order to keep all parties safe. Limiting overnight stays reduces occurrence of these situations and therefore, the overall risk to the programme.</p>
Matches less than 12 months	<p>No overnight stays are to take place within the first year of the match unless as part of an officially organised BBBS group event with BBBS staff present.</p>
Matches over 12 months	<p>After a match has been successful for more than one year, overnight visits may occur with the written and signed consent of the parent/guardian and agency for each overnight visit. A copy of this signed consent must be attached to the match file.</p> <p>All overnight stays need to be discussed and approved by the Mentoring Coordinator prior to the planned stay. This discussion will include details about where the child is spending the night, sleeping arrangements, duration, and whether permission from the parent/caregiver has been gained.</p> <p>Proposed overnight stays away from the mentor's home will require that they are accompanied by another approved adult. If overnight stays involve adventure /risk activities these must be discussed and a risk management plan completed and approved by the Programme Director. The Mentoring Coordinator or Programme Director must be notified at least one week ahead of the outing.</p> <p>Overnight visits are restricted to no more than 2 nights in a row and not more than 4 times per year unless as part of an officially organised BBBS group event with BBBS staff present.</p> <p>In no circumstances shall an overnight occur outside of New Zealand.</p>

Policy Reviewed – Every 3 years

Date Implemented	Date of Last Change	Next Review Date	Policy approved at
14 July 2015		Sept 2018	

Signed _____

Position _____

Date _____