

Assuming Care of a Child Checklist

In exception circumstances, due to a situation or an incident it may be decided that in the best interest of the child, that TUI employees should assume care of a child.

This checklist provides details on all of the actions which should be considered

	Action for consideration	Completed
1	Notify the Next of Kin If the parent or guardian are unable to care for the child, the Next of Kin should be notified. Depending on the incident or situation, this might be need to go via the Foreign Ministry.	
2	Establish the Child's Needs The parent, guardian or Next of Kin where possible should always provide full details of any medical or dietary requirements of the child. The document 'TUI Assuming Care of a Child Form' must be completed to ensure that all colleagues know what needs the child has. It must also be sent and saved by the relevant Duty Office/Child Protection Coordinator	
3	Contact relevant Consulate Contact should already have been established before TUI employees assume care of a child, to gain advise and recommendation on what action should be taken. The consulate must be advised if the final decision is that a TUI employee will assume care of a child.	
4	Gather Written Consent Depending on the type of situation or incident the parent or guardian may be in a position to provide written consent that they authorise TUI employees to care for their child on a temporary basis. Alternatively, if the Next of Kin has been advised of the situation, they should be asked to provide written consent by email or text etc	
5	Suitable Employees to assume care? A minimum of 2 employees should be with the child at all times, this is to protect the child and the employee. Where possible suitably trained or security checked employees would be of a preference, such as Kids Reps.	
6	Report full details & updates internally TUI MM should report using the usual process, which will ensure that the Duty Office/Child Protection Coordinator in the business is advised. It is the responsibility of the Duty Office/Child Protection Coordinator to report the case to the relevant authorities in the home country, based on the respective legal responsibilities.	
7	Diarise & Record all actions & decisions Complete the 'TUI Assuming care of the child- diary log' regularly ensuring that all actions and decisions are documented.	
8	Establish a Plan Assuming care of a child should only be a temporary measure, with the aim to have the child returned to suitable family or Next of Kin care as soon as possible. The source business will work with TUI MM and liaise with the relevant Foreign Ministry and authorities to ensure a plan is put into place for the child.	