

Exit Strategy / Policy

Time 4 Children – Registered Charity No. 1111837

As in Constitution. No.11. DISSOLUTION.

An agreement to dissolve Time 4 Children would be at a specially convened Extraordinary General Meeting. The Board of Trustees shall consult and agree a given date for the dissolution of Time 4 Children.

The Board of Trustees shall inform The Charities Commission of the agreed date of Dissolution and undertake the necessary administration required by the Charities Commission to complete Dissolution.

The Board of Trustees shall inform its insurance company of the agreed date of Dissolution.

Funding Bodies/Trusts from whom grants have been received shall be informed by The Board of Trustees in writing giving notice of the Dissolution of Time 4 Children and any unspent monies shall be returned to the donor/s and grant holders after consultation with the donor/s to agree an agreed date.

The Trustees will seek to transfer any remaining unspent unrestricted funds to another charity with compatible purposes or community foundation.

The Board of Trustees will arrange for its accounting books and records (including cash books, cheque books and bank paying in books, invoices and receipts) to be kept for at least six years after dissolution.

Referrers - Clients who refer children to Time 4 Children, shall be informed in writing, giving 16 weeks notice, that Time 4 Children will be dissolved on the date agreed by the Board of Trustees and therefore no longer operational from the agreed date.

Time 4 Children shall no longer accept referrals for children from the date The Board of Trustees make the decision to dissolve Time 4 Children.

Clients – Parents/carers of children being supported by Time 4 Children shall be informed in writing, giving 16 weeks notice that Time 4 Children will no longer be operational from the date agreed by The Board of Trustees.

Where necessary for specific children, a final report shall be completed and passed to the relevant body e.g. a child's Social Worker, Primary Mental Health Worker, SENCO, Head Teacher, Health Visitor, School Nurse

All confidential administration pertaining to children's case files, case histories, reports, letters etc., shall be stored for 10 years.