School Collection Policy

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| EYFS: 3.41 3.63, 3.65, 3.67 |

As part of our out of school service we offer a school collection service. In order to keep children safe and secure during this transition we will abide by the following procedures:

* A full risk assessment is always being carried out by a senior member of staff to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards.
* The risk assessment is based on the usual route and an alternative route in case the usual route is inaccessible.
* Written permission is obtained from parents for the school collection
* The school has a full list of children who are attending the out of school facility together with the staff from the setting who will be collecting them
* The staff have a register which is completed on collection of the children and again once they have returned to the setting
* Children are paired up to walk back to the setting
* Head counts take place when leaving the school/children’s names are called, periodically during the walk back to the setting, the frequency is decided in the risk assessment
* We provide appropriate staffing levels for school pickups dependent on an assessment of the safety and the individual needs of the children
* All parent and staff emergency contact numbers will be in the office, for a staff member to confirm of children who are not there to be collected, to ask if they are being collected.
* All staff will be easily recognisable by other members of the group; they will wear the JETs uniform and high visibility vests/jackets
* At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems if necessary.
* A fully charged nursery mobile phone will be taken as a means of emergency contact***,*** and a fully charged walkie talkies.
* In the event of an accident, staff will assess the situation. In the event of a serious accident an ambulance will be called to the scene, and parents will be contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery/Out of School Club.
* The safeguarding policy will be followed at all times including the procedure to follow in the case of a disclosure during the journey to the setting.

**Risk assessment**

The full risk assessment is deemed. The plan includes the following details:

* The name of the designated person in charge
* The estimated time of departure from the setting, arrival at the school at expected arrival back to the nursery/OOS setting
* The number of children, age range, ratio of staff to children, children’s individual needs and the group size
* The equipment needed, i.e., first aid kit, mobile phone
* Staff emergency contact numbers
* Method of transportation and travel arrangements (including the route)
* Emergency procedures
* Weather conditions and any alterative arrangements needed, e.g., in snow, hot weather
* The name of the designated first aider and the first aid provision.

**Lost children**

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

If a child runs off or leaves the main group for any reason a staff member will only follow if the safety of the other children in the group is not compromised. If the staff are unable to follow or catch up with the child then the police will be called immediately, followed by the child’s emergency contacts. The main office will be contacted following this and asked to assist where possible.

The safety of all children is paramount at all times.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *September 2021/2/3* | *LOUISE WILLAN* | *SEPTEMBER 2024* |