



## **School Collection Policy**

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 will always be 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 will be based on the usual route and an alternative route in case the usual route is inaccessible.
- Written permission will always be obtained from parents for the school collection
- The school will have a full list of children who are attending the out of school facility together with the staff from the nursery who will be collecting them
- All staff will have photo identification to enable the school to release the children to the correct adults
- The staff will have a register which will be completed on collection of the children and again once they have returned to the setting
- Children will be paired up to walk back to the setting
- Head counts will happen periodically during the walk back to the setting, the frequency is decided in the risk assessment
- We provide appropriate staffing levels for school pick ups dependent on an assessment of the safety and the individual needs of the children
- All parent and staff contact numbers will be taken on school pick-ups
- All staff will be easily recognisable by other members of the group; they will wear the nursery 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 it necessary
- A fully stocked first aid box will always be taken along with any special medication or equipment required
- A fully charged mobile phone will be taken as a means of emergency contact
- 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
- The safeguarding policy will be followed in the case of a disclosure during the journey to the setting.

### **Risk assessment**

The full risk assessment will be displayed for parents to see before giving consent. This plan will include details of:

- The name of the designated person in charge



Little Dreamers  
Nursery

- The estimated time of departure and arrival
- 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 contact numbers
- Method of transportation and travel arrangements (including the route)
- Emergency procedures
- Weather conditions, e.g. snow, hot weather
- The name of the designated first aider and the first aid provision.

#### **Use of vehicles for school pick ups**

- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned
- All vehicles used in transporting children are properly licensed, inspected and maintained
- Regular checks are made to the nursery vehicle e.g. tyres, lights etc. and a logbook of maintenance, repairs and services is maintained
- The nursery vehicle will be kept in proper working order, fully insured for business use and protected by comprehensive breakdown cover
- Drivers of vehicles are adequately insured
- All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle. Any mini buses/coaches are fitted with 3-point seat belts
- Seat belts and child seats will be used where required
- The maximum seating will not be exceeded
- When we use a mini bus, we check that the driver is over 21 years of age and holds a Passenger Carrying Vehicle (PCV) driving licence. This entitles the driver to transport up to 16 passengers
- When children are being transported, we will maintain ratios
- No child will be left in a vehicle unattended
- Extra care will be taken when getting into or out of a vehicle
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.

#### **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 nursery will be contacted following this and asked to assist where possible.**

**The safety of all children is paramount at all times.**