
Firtrees Out of School Collection of Children Procedure

We provide a before and after school club for children attending the Local Primary School, Knowetop Primary.

Children are taken to and from school on a hired coach. We ensure that the ratio at this time is one adult to 8 children.

Procedures for collection at Knowetop Primary School

- Children's names are collated from our days booked / registers / diary information.
- Names are put onto a daily pick up sheet.
- Upon arrival at the school the daily pick up list is used to take a register of all the children in attendance (children make their way to the coach where the staff take a register)
- The children inform the designated staff member on the coach with the daily pick up list that they are going to Out Of school and their name is highlighted off.
- A head count of children on the bus is taken to ensure it's the same as the information on our collection sheet.
- All staff ensures the children are wearing seat belts and are sitting appropriately before informing the driver to start the journey.
- Upon arrival at the car park, the children are escorted off the bus in their groups and a head count of all children taken.
- The staff ensures that the children walk in pairs, on the inside of the pavement and in an orderly fashion from the car park to the Out of School building.
- Upon arrival at OOS the daily register is taken and all children accounted for.

Children who do not turn up for collection

The following procedure will take place if any child has not turned up at the relevant collection points for Out Of School.

- Staff will ask the school if the child has been in attendance, been sent home etc.
- Staff will telephone the parents; if this is unsuccessful then emergency contacts supplied by the parent will be contacted.
- This process will continue until the child's whereabouts are known.
- The parents will be reminded of the importance of cancelling childcare places before 2.30pm.

Should a parent fail to inform Out of School that their child is not to be collected on 3 continuous occasions, this will result in the child's place being withdrawn.

If a child is absent from school on a day that they are normally picked up by Out Of School staff the parent or carer must inform the service of their absence as the school do not pass on this information.

Parents must keep records of emergency contacts and who is authorised to collect children up to date at all times

Last Reviewed: April 2016