



School Drop Off and Collection Policy

March 2024

As part of our out of school club service we offer a school drop off and 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.
- It is the parent or carers duty to inform the school that their child will be collect by YMCA Childcare.
- 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
- A setting phone is taken on school drop off and collections, so that staff are able to contact the setting if the need arises. The phone will be returned to the setting office after drop offs and collections, where it will be stored in a locked cabinet (staff are reminded of the mobile phone policy and asked to leave personal phones at the setting)
- All staff will be easily recognisable by other members of the group; they will wear the setting uniform and/or 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
- 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 setting
- The safeguarding policy will be followed in the case of a disclosure during the journey to the setting.





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- The setting does not use vehicles to collect children from school.
- There is an additional fee for midday school collections, please see fees policy for Out of School.

Risk assessment

The full risk assessment is displayed for parents to see before giving consent. 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
- 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 alternative 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 setting will be contacted following this and asked to assist where possible.

The safety of all children is paramount at all times.

This policy was reviewed on:	Reviewed by:	Date for next review:
26.02.2024	K. Streater	26.02.2025
Signed on behalf of YMCA Trinity Group:	A.Spence	

