

Little Stars on the Lane Collections and Drop off Policy (School Aged Childcare)

Principle

Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018

POLICY STATEMENT

Little Stars on the lane is committed to supporting each child's health and well-being. This policy describes the procedures carried out by the school age childcare service to ensure the safety of the children arriving and departing from **Little Stars on the Lane**. The policy outlines the *role of the authorised person, procedures for collections and drop offs and unaccompanied school age children*.

This policy is available to all school age children, parents and guardians. Where necessary this policy is shared with the school the children in our care attend. The School Age Service review this policy regularly in collaboration with parents, school age children, and staff.

This policy should be viewed in line with other School Age Service policies including managing behaviour, accident and incident, complaints, recruitment, risk management and/or staff training policy.

- At the drop off or collection, where communication between the school and parent is required this procedure is agreed between the school, parent and School Age Service. *For example, illness, upcoming events, behaviour.*
- A clear agreement is in place on the collection and/or dropping procedure between the School Age Service and school.
- Safety regarding the [road, cycling and/or in a car/bus](#) is clearly understood by the Authorised Person (s) and full training is provided.
- Child restraint systems including car seats and booster seats are not required for School Age Service children travelling by **bus, however appropriate boosters are used for all children travelling by car.**
- The School Age Service and school will share information including the name of the Authorised Staff Member(s), contact details of the School Age Service, and the location of drop-off and collection. The School Age Service will notify the school where this information changes.
- Clear procedures are outlined in the case of an emergency occurring during the drop off or collection period and obtain written permission from parents/ guardians on admission to the service to seek/ administer emergency treatment for their child if it is needed.
- Where a driver is employed to assist with drop off/collection or where the driver is the authorised person, this person's role is clearly understood by the School and Parent. The driver is a paid employee with appropriate qualifications, and validated references. Their training may include First Aid Responder (FAR) and Children First. Required vetting procedures including Garda vetting and police vetting are in place.
- Detail in this policy the information obtained from parents upon enrolment in relation to persons authorised to collect their children from the School Aged Childcare service.
- Detail in the policy any charges that may apply where there are consistent late collections
- Ensure at all times that the correct ratios are maintained where a child is not collected on time Regulations require two members of staff (or a staff member and another adult) to be in present at all times when children are on the premises.

- Staff should be trained on how to identify which persons can or cannot take a school aged child from the service and on the procedures on how people authorised/nominated by parents/guardians are to be identified where they are unfamiliar.
- Identify how to support staff members in handling challenging or exceptional circumstances related to the children leaving the setting daily.

Boosters and seatbelts:

children under 150cms in height or 36kgs (79lbs)

in weight must use a child restraint system (CRS) suitable for their height and weight while travelling in a car or goods vehicle (other than a taxi). An example of a CRS would be a child car seat or booster cushion.

Procedure

At **Little Stars on the Lane** we have established procedures for the drop off/collection of school aged children, to ensure a smooth transition and effective time keeping within our service. The aim of this policy is to ensure the safety and welfare of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children being brought to and collected from school by **Little Stars on the Lane**.

Drop off at Little Stars on the Lane

- Children must be taken into the service and 'signed in' on arrival in the designated sign in book located in the office .
- **Breakfast will be provided**
- School Aged Children must not be left in the foyer at any time or left outside the service prior to the opening hours of the service.
- On arrival parents should inform the staff member that they are dropping their child to of any information that is relevant to their child's day at school
- To ensure effective time keeping children must arrive at **Little Stars on the Lane** no later than 8.00 am. **Little Stars on the Lane** cannot delay the departure time to school for children who arrive late as it is our priority that all children arrive at school on time.
- School Age children returning to the service in the afternoon may bring one additional bag which can be stored within **Little Stars on the Lane** to facilitate a change of clothing on return to the service and must be taken home by the child each day.

Dropping off at School

- Specific details are recorded by the **Little Stars on the Lane** when the group are leaving the service to be dropped at school. This includes the name, number of children in the group, name of the Authorised Staff Member(s) (and driver if applicable), and/or time leaving.
- There are set times for leaving the School Age Service to ensure each child arrives at their school at the agreed time. This time is agreed between the School Age Service and the parent at the enrolment stage.
- The location and time where the Authorised Staff Member(s) drop the school aged children is agreed in partnership with the parent, child, School and School Age Service. Any changes will only be agreed in advance.
- School age children are encouraged to ensure all belongings are brought to the school before leaving the School Aged Childcare service. Where items are forgotten, it is at the discretion of the School Age Service to bring the child's belongings to the school.

- School aged children must follow all policies of the service at all times including our behaviour management policy.
- The Authorised Staff Member drops the children at the agreed location/to their teacher. The Authorised Staff Member records the time and where the children have been dropped to.
- Children are fully supervised by the Authorised Staff Member until the agreed drop off time.

Collections from School

- Parents must clearly communicate collection needs with the **Little Stars on the Lane** within an agreed timeframe for example staff meetings, half days, unexpected closures.
- The parent must provide the name of the School Aged Childcare to the school and advise them that the SAC service will be collecting the child.
- A collection point is agreed between the school, child, parents and School Age Service. Any changes to this must be agreed in advance.
- Authorised staff collecting children from school only leave **Little Stars on the Lane** for collections when they have confirmed the names of all children to be collected on that day.
- The details of each collection are recorded. This includes the individual name of the child/ young person(s), number of children being collected, name of Authorised Staff Member (and driver if applicable), time returning and/or any incidents.
- It is at the discretion of School Age Service to facilitate collections from out -of-school activities. These will be agreed with parents on a case by case basis bearing in mind the needs of all children attending the service, availability of personnel to facilitate collections etc.
- School Age children who are usually collected should not leave the school until the Authorised Person(s) arrives to collect them.
- School Age Children must ensure that they have all their belongings with them upon collection. Where items are forgotten, it is at the discretion of the School Age Service whether they can return to the school or not to retrieve them.
- School Age children are expected to follow the School Age Service's managing behaviour policy at all times.
- School Aged Children are supervised by the Authorised Staff Member from the time they are collected from the school.

Dropping and collecting from the School Aged Childcare Service

- Upon enrolment requests that parents/guardians outline who they authorise to drop and collect their child to .
- All persons authorised to collect school age children must be known to staff. We may request identification from authorised collectors if they have not dropped or collected from the service previously. We will not release a child to anyone who is not authorised without prior consent from the parent.
- If an unauthorised person arrives to collect a child from **Little Stars on the Lane**, we will contact the parent straight away and we will keep the child in our care until the parent gives us consent to release the child and we have seen the identification of the person collecting.
- All authorised collectors must be over 16 years of age. In certain circumstances **Little Stars on the Lane** can adjust this requirement for a family. We request that this is discussed directly with management.

- Where a parent knows they will be late collecting their child after the agreed time, they are required to consult with the service to make alternative arrangements.
- Two staff will remain on the premises with the child until the parent/guardian arrives to collect the child
- If a child is not collected by a parent after the agreed time the service will attempt to contact the parents or the emergency contact persons.
- If a child is not collected at the end of the session/day and the service is unable to contact both the parent and the emergency contacts, the following procedures apply;
 - A child will stay at the service in the care of two fully-vetted staff members until the premises close, or staff are no longer available to care for the child
 - Staff will follow procedures outlined in the Child Protection Policy. Contact Health Service Executive, Child Protection and Social Work Services
 - A full written report of the incident is recorded.
 - A parent who has been denied access to a child through a court order will not be permitted on to the services premises. (A copy of a Court Order currently in place must be shown to the Manager). If any person who has been denied access becomes threatening and insists on attempting to remove a child from the service, the manager will call An Garda Síochána.
 - The service will not release a child who is deemed to be at risk, if a parent or authorised person arrives at the service and staff are concerned that they are in an unfit state due to drugs or alcohol. Staff will explain to the parent or the authorised person who is unfit and will contact the other parent or a person from the emergency contact/s. If the parent refuses assistance and insists on taking the child with them and the staff believe the child will be at risk, the manager will call An Garda Síochána immediately.

Role of Authorised Staff Member(s)

- The role of the Authorised Staff Member(s) must be clearly understood and respected by the School and Parent. The Authorised Staff Member(s) is the named person that undertakes drop off and collection for **Little Stars on the Lane**.
- The managing behaviour policy will be adhered to by the Authorised Staff Member(s) at all times. No practices that are disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful or neglectful are carried out in respect of a school aged child whilst attending the service.
- The Authorised Staff Member(s) carries a charged and working mobile phone with network access, parent and guardian contact details and emergency contact details on each collection and drop off.
- The School Age Service policies must be understood by the Authorised Staff Member(s).
- The Authorised Staff Member(s) will clearly distinguishable by the School Age children at collection and/or drop off times. Children are aware of who the Authorised Staff Member(s) is.
- A risk assessment is carried by the Authorised Staff Member(s) for both dropping and collection of school age children on a regular basis.
- If there is an incident, it is recorded upon the arrival back to the School Age Service by the Authorised Staff Member(s). This will follow the School Age Services accident and incident policy.

Transport

- The Adult:Child ratio used when transporting in a vehicle will be 1:3. The minimum ratio will be adhered to at all times.
- All children must wear a seatbelt in the Little Stars on the Lane's car.
- Little Stars on the Lane has appropriate supervision in place on the transport. This is based on regulatory requirement and needs of the children using the transport.
- Safety procedures on the transport for all School Age Service meets the minimum standards set out in Road Traffic (Construction, Equipment and Use of Vehicles) Regulations 1963 to 2006.
- Safety and welfare of the School Age children is paramount. In cases where driving is deemed as unsafe, Little Stars on the Lane will notify the parents as soon as is possible and where possible agree alternative arrangements.
- Comprehensive insurance will be confirmed on all vehicles before they are used to transport any child on behalf of Little Stars on the Lane.

Walking

- The Adult:Child ratio for walking is 1:5.
- High visibility jackets must be worn by the school age children and Authorised Staff Member(s).
- Appropriate clothing and footwear should be worn at all times. It is the parent's responsibility to ensure these are provided for their children.
- Safety and welfare of the School Age children is paramount. In cases where walking is deemed as unsafe, Little Stars on the Lane will notify the parents as soon as is possible and where possible, agree alternative arrangements.
- Our insurance company is informed of our method of transporting children to/from school and our School Aged Childcare Service.

Emergency Procedures

Whilst independence is encouraged for each child, the safety and welfare of the school age children is paramount during arrival and/or collection times. Where possible we intend to keep the child our care safe from harm at all times. However, should an incident occur we will:

- Firstly, reassure the injured child whilst making sure that the other children in our care are safe.
- Should the incident be minor then we can with prior permission administer basic first aid.

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- Should the incident be more serious then we will call 999 and accompany the child to the hospital. Regardless of the severity of the injury, the child's parents will be notified immediately. If necessary, emergency backup cover will be contacted to cover the absent member of staff so that the uninjured children can be dropped off/collected.
- Other emergencies: Should any other emergency such as a child becoming ill on the way to school, then we will contact the child's parents immediately and ask that they be collected.
- If there is an incident or a child falls after they have been dropped off at the school, then the procedures of the school will apply. We cannot collect children from school in such

circumstances.

- We will record all details in our accident and incident book and make these available for parents to sign and provide a copy for parents.
- If the incident is significant we will inform Tusla, the local child protection agency (if necessary) and our insurance company as soon as possible.
- A risk assessment will be carried out following an incident/accident occurring.

Complaints

If parents have any issues or concerns regarding drop off or collection procedures, they can speak to the authorised person (s) or any complaints in relation to drop off or collection can be made using our complaints policy.

Person Responsible: Ciara Watson

This policy was adopted by Little Stars on the Lane on Date: 20/08/2021

Signed by: _____ Ciara Watson _____ Owner

Review Date: ____10/01/2021____