BEA'S PLAN B

AFTERSCHOOL GROUP

Pickup and Collections from School Policy & Procedure

School Pick Ups or School Collections Policy School Age Childcare Service From School

This policy is available and will be communicated to all parents, guardians and school age children.

Principles

We do acknowledge that parents/guardians have work commitments, expectations, and different understandings of what our safety requirements are for access, egress, transporting, collection and drop off children.
With life commitments and where possible we can offer a school drop off and collection, throughout the year. We understand business lives and different demands set on family life, so where possible we have defined our drop off and collection policy to encompass all users and company.

Statement of Intent

It is the responsibility of the parent to make the necessary arrangements to get the child/children to the service and to inform the service in writing of these arrangements. Where the service agrees to collect the children from the school. Signed consent will be sought from the parent / Guardian.

We have defined our drop off and collection policy to encompass the access and egress when parents/guardians are collecting and dropping off their children.

At registration of any new service user we ensure to communicate all our services and offering, detailing our school pick up services, including the radius and schools we service.

At registration we explain to all service users' parents/ guardians our late collection policy, where they must notify use of any lateness on agreed collection time. Where lateness occurs more than once in any given month, they may be charged late fees in line with the times over the agreed registration times.

At registration we explain as part of our Collection and drop policy we can not allow non-authorized person to collect any child and we will not be able to accommodate any request to facilitate any non-authorized person collection.

For the safety of all parties on registration we request 2 contact names, addresses and numbers of individuals whom we could contact separately to you in case of any emergency.

At registration we explain that this is for the following:

- If the child is not collected or cannot be given to the designated person due to unforeseen circumstances, we need a second emergency contact and we will care for the child until this person can collect him/her.
- The children will meet the staff in an arranged place and a register will be taken.
- The children will be escorted by only our Authorized Team Member who will always carry proof of identity.
- Once inside the vehicle a safety check will be made, including roll call and seatbelt check.

- At drop off, either to our facility or school, any child or children will be escorted in a line to a designated area. Age appropriate children will go first.
- Check in will be completed at our facility or to the school teacher.
- Should a child be missing, the staff member will confirm with the school if the child was absent from school that day. This will cause delays for the staff and other children therefore we would request that the parent informs the service by telephone if a child will not be attending on any day.
- The children will go in a group directly from the school to the service by the safest most direct route. In the interest of child protection and to comply with legislation child / staff ratios will always be adhered to.
- Unfortunately, there are incidents when a collection is not possible, and the parent will be informed.
- It must be stated that if the decision to go on holiday during a school term is made, the full fee must still be paid in order to secure your child's place upon their return to the afterschool setting.
- If your child is on a school trip and it is stated "approximate time of return to the school", it is your responsibility to organise school collections as we cannot send a driver down to collect your child without a specific time known.

Schools from which we collected from and the mode of transport included:

School	Transport	No. of Staff
Aston Village ETNS	7 seater car	1
Donacarney primary school	7 seater car	1
St Joseph cbs primary	7 seater car	1
St Brigids & Patricks	7 seater car	1
St Mary's Parish Primary School	7 seater car	1

Drop off at school: Children will be handed to the school responsible and we will not leave any child unattended.
Collection from school: we will agree with children buddies and we will meet them at the designated meeting point. We will escort them to the transport and make sure they will be properly seated and seatbelt fastened.

Parents/ Guardian Collection and Drop of at our Facilities Policy and Procedure:

When Parents are dropping or collecting their child at our facilities we request for their safety and safety of all service users that they adhere to the following:

- All children must be escorted into the main door of our facility by a Parent/ Guardian or nominated person.
- Once inside the main door they must wait to register their child into our service or to collect their child.
- No member of the public must attempt to access further areas of our facility without supervision.
- Children will remain together in the main room to be supervised during morning drop off and afternoon´s collection.

- Children will remain together and with Beatriz in line while in transportation for school drop off and collections. We will have a “Buddies System” in place during these times.
- Collection of children will have to be done within agreed hours, entering will only be allowed by buzzing and children will only be given to the authorized person.
- If any parent/guardian is delayed or might not be able to collect the children we will need at least 24 hours notice.

Unusual Circumstances

- Late Collections: we will care for your child if you are delayed by unforeseen circumstances. This should not be a repetitive situation, otherwise might have an impact on the fees.
- If a Child is not Collected: we will contact all emergency contacts at hand, and if necessary Tusla/Gardai emergency numbers for directions.
- If a parent or guardian arrives in an unfit state to collect a child, we will contact the emergency contacts and if collection is not possible, we will not be handing a child if we consider they might be unsafe, therefore we will reach Garda/ Tusla and start our “risk of harm” procedures.
- **We will not allow any non-authorized person to collect your child at any time. They will not be allowed in the premises.**
  If a family needs a non previously authorized person to collect their child, we will need:
    - 24 hours notice.
    - The use of a one time password that will be given when requesting the extraordinary collection.
    - Personal details.
    - Proof of identity.

Insurance

Please note that all persons and vehicles are fully insured whilst Collecting or Dropping any of our service users to and from school under our nominated insurer. – please avail of our insurer details on the noticeboard.