

Once Upon A Time Nursery
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School Collection Policy

As part of our service we offer school collection. In order to keep children safe and secure during this transition we will abide by the following procedures:

- Permission will always be obtained from parents for the school collection
- All staff will be in uniform to enable the school to release the children to the correct adults
- The staff will have a register which will be completed once they have returned to the setting.
- We provide appropriate staffing levels for school pick ups dependent on an assessment of the safety and the individual needs of the children
- All staff will be easily recognisable by other members of the group; they will wear the nursery uniform.
- 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.

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
- The maximum seating will not be exceeded
- 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 an emergency kit