



School drop off/ pick up policy

As part of the wrap round care at Alfresco, children will be transported by staff to and from Bishopstone school on foot. It is imperative that the following steps are followed during these times.

Prior to leaving

Before leaving site, the person(s) transporting the children needs to ensure they have the following

- A working and charged mobile phone
- Alfresco childcares number
- A list of children being picked up / dropped off
- Child emergency profile for each child being transported
- Basic first aid kit

Transport by foot

The person(s) must leave in plenty of time to reach the school. The adult in charge must be confident that the children are familiar with road safety. Before setting off, the adult in charge must perform a roll call in accordance with the pick-up list and sign the children out, take the emergency bag and ensure children are wearing the hi-vis jackets before setting off from Alfresco. The staff member must do regular head counts while walking and a final count and visual check of all children as they enter the school.

Children should be transported at a maximum of 6:1 child: adult ratio and no adult should walk with more children than they feel confident with. This number will vary depending on the adult and the children.

Children must be encouraged to all walk closely together and on the same side of the lanes either single file or in pairs. Road safety must be adhered to at all times.

The same pre-agreed route should be travelled to and from each school so that, in the event of an incident or emergency, the group will be easy to find.

Returning to Alfresco

On returning the children to Alfresco, the adult in charge must take the emergency bag to the school. At the school they must perform a roll call in accordance with the pick-up list to ensure they have all of the correct children and ensure they are wearing the hi vis jackets before the walk back to Alfresco. On arrival at the nursery all children must be signed into the building. Any issues with the children or health and safety of the children must be reported to the manager or owner of Alfresco immediately.

Changes while off site

In the event of any changes while off site, such as children that are expected not turning up to be collected or children not expected but turning up, the adult in charge must call Alfresco and check the changes. The adult must not leave the site until they have received confirmation that the change is correct and parents have been contacted.

In the event of not being able to contact parents the staff member will agree with the head teacher the correct course of action, for example if a child believes they are coming with us and a parent is not there to collect, we will bring them to nursery and continue to try to contact the parents.

In the event of an incident/accident

In the event of an incident while out, the adult in charge must assess whether to call Alfresco or 999.

In the event 999 is to be called, this should happen first. If possible, ask another adult in the vicinity to call Alfresco and report the problem.

All children should be given clear, concise instruction to keep them as safe as possible while any first aid is administered.

In the event that the adult in charge is unable to take control of the situation, all children should know how to use the phone to contact Alfresco and emergency services. They should also be aware that they must call the attention of another adult to help if possible.

General points

- All relevant paperwork should be updated as new information is provided by parents
- The emergency bag should be carried at all times
- The mobile phone should be kept charged and in credit at all times