



7.6. Parents & Carers: Collection from School Policy

As part of our service we offer a collection from school (Tarvin Primary only) 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
- Written permission will always be obtained from parents in the form of a Registration Form and Nursery/Parent Agreement.
- The school will have a full list of children who are attending the out of school facility
- The staff will have a register which will be completed on collection of the children
- The safeguarding policy will be followed in the case of a disclosure during the journey to the setting.

Parents are expected to inform the Nursery if their child will not be attending either Breakfast Club or Tea Club. Full charge will still be made. Charge will be waived if child is joining an after school club which means that the child will not attend the Nursery on that day, however as much notice is required as possible. Children attending after school care following attendance at a school club, full payment will still be required.

If a child is not at the classroom at collection time, unless the class teacher can confirm that child had been collected by a parent or had gone home unwell, nursery staff to make call home to check the child's whereabouts.

An acceptable level of behaviour is expected during the time the child attends either breakfast or tea club. If this is not the case, the class teacher must be informed and also the parent. If unacceptable behaviour continues, the school child's place may be withdrawn.

