

## **Favours Day Nursery Ltd Policy and Procedure**

### **School Collection**

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

- A full risk assessment is always being 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
- The risk assessment is based on the usual route and an alternative route in case the usual route is inaccessible
- Written permission is obtained from parents for the school collection
- The school has a full list of children who are attending the out of school facility together with the staff from the nursery who will be collecting them
- All staff wear a lanyard and branded uniform to enable the school to release the children to the correct adults
- The staff have a register which is checked before leaving nursery and completed once they have returned to the setting
- Children are paired up to walk back to the setting
- Head counts take place periodically during the walk back to the setting
- We provide appropriate staffing levels for school pickups depending on an assessment of the safety and the individual needs of the children, the ratio is always 1:8 or less
- 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 kit will always be taken along with any special medication or equipment required
- A fully charged nursery mobile phone will be taken as a means of emergency contact, (*staff are reminded of the mobile phone policy and asked to leave personal phones at the setting*). The nursery and directors phone numbers are stored on this
- 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 at all times including the procedure to follow in the case of a disclosure during the journey to the setting.

#### **Risk assessment**

The full risk assessment is available for parents to see before giving consent. The plan includes the following details:

- The name of the designated person in charge
- The estimated time of departure from the setting, arrival at the school at expected arrival back to the nursery
- The number of children, age range, ratio of staff to children, children's individual needs and the group size
- The equipment needed, i.e. first aid kit, mobile phone
- Staff emergency contact numbers
- Method of transportation and travel arrangements
- Emergency procedures
- Weather conditions and any alternative arrangements needed, e.g. in snow, hot weather
- The name of the designated first aider and the first aid provision.

#### **Use of vehicles for trips**

- The arrangements for transporting children is always 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
- 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 minibuses/coaches are fitted with 3-point seat belts
- Seat belts and child seats are used where required
- The maximum seating is not to be exceeded
- When we use a minibus, we check that the driver is over 21 years of age and holds a Passenger Carrying Vehicle (PCV) driving license. This entitles the driver to transport up to 16 passengers
- When children are being transported, we maintain ratios at all times
- No child is left in a vehicle unattended
- Extra care is taken when getting into or out of a vehicle

### **Missing Child**

In the event of a child going missing, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

If a child runs off or leaves the main group for any reason a staff member will only follow if the safety of the other children in the group is not compromised. If the staff are unable to follow or catch up with the child then the police will be called immediately, followed by the child's emergency contacts. The main nursery will be contacted following this and asked to assist where possible.

The safety of all children is paramount at all times.

### **June 2018**

Updated January 2026

A. Cooke

Written with guidance from the National Day Nurseries Association