



School Collection

Where children are escorted between school and the scheme the following procedures will be followed:

- The manager will ensure a thorough risk assessment has been carried out and that this has been reviewed in line with the Risk Assessment Policy.
- Only the risk assessed route may be used, if this is not possible the employee must contact the manager immediately and on return to the scheme an Incident form must be completed.
- There will be a designated contact at each school for collection issues. Responsibility for the children remains with the school until they are officially transferred to the member of staff collecting them for the walk to the scheme.
- The manager will ensure that an identical register of all children who require escorting between the locations is kept at the scheme and by the staff member escorting the children. This will therefore be updated daily.
- There will be a regular meeting place for the children at each school.
- Staffing ratios will be adhered to. Where there are two staff members one will lead the group and one will be at the end of the group to ensure all children remain safe.
- Children will be regularly reminded of road safety and will wear high visibility vests.
- If a child is not at the meeting point, the staff member must inform the school contact who will then advise if they are absent. If the child has not been absent the staff member must contact the scheme manager for guidance. The staff member should not accept the word of other children in the group.
- In the unlikely event that a child fails to be collected from school, the school will contact the scheme under the documented agreement, and the manager will arrange emergency collection.
- On occasions, the scheme may use vehicles to collect children and where this is the case there will always be a member of staff in addition to the driver. Children will not be allowed to occupy the front passenger seat. All vehicles will have suitable insurance and all children will be required to use the safety belts provided. Where possible we will use drivers who have a current DBS check.