



The Pier Head Preparatory Montessori School

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School Collection Policy

As part of our out of school service 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 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
- The risk assessment will be based on the usual route and an alternative route in case the usual route is inaccessible
- Written permission will always be obtained from parents for the school collection
- The school will have a full list of children who are attending the out of school facility together with the staff from the school who will be collecting them
- All staff will have photo identification to enable the school to release the children to the correct adults
- The staff will have a register which will be completed on collection of the children and again once they have returned to the setting
- Children will be paired up to walk back to the setting
- Head counts will happen periodically during the walk back to the setting, the frequency is decided in the risk assessment
- We provide appropriate staffing levels for school pickups dependent on an assessment of the safety and the individual needs of the children
- All parent and staff contact numbers will be taken on school pick-ups
- All staff will be easily recognisable by other members of the group; they will wear the school uniform and high visibility vests/jackets
- 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 school
- The safeguarding policy will be followed in the case of a disclosure during the journey to the setting.

