Links Childcare Policies & Procedures

43. Drop-off and Collection from Primary School Policy

Policy Statement

Links Childcare aims to ensure that at all times children in its care are rigorously monitored, and that every effort is made to plan for their safety. The rationale for this policy, therefore, is to outline clearly, protocols and procedures around the dropping off and collection of children to and from their primary schools, in order to maximise their safety. This policy is underpinned by the Childcare (Preschool Services) Regulations 2016, the Road Traffic Act, 2016, Safety Health and Welfare at Work Act, 2005,

Drop-Off to School

A childcare staff member (CSM) will be allocated to drop off children to their primary school.

He/she is required to adhere to the following protocols: -

- The CSM will collect the child/ren from the crèche
- It is the responsibility of the CSM to ensure the child/ren are signed out of the crèche before leaving
- The CSM will safely walk the child/ren to the car/bus
- The CSM will ensure each child is seated in a car seat with seat belts safely fastened
- Upon arrival at the school car park, the CSM will safely guide the children out of the car and through the car park, into the school grounds
- The CSM will monitor the child/ren while on the school grounds until the teacher arrives to collect the children (where applicable) or until the children safely enter the school building.

Collection from School

A childcare staff member (CSM) will be allocated to collect children from their primary school.

He/she is required to adhere to the following protocols:

- The CSM will arrive at the school grounds at/before the allocated collection time
- The CSM will know the names of each child due for collection
- The CSM will collect each child on his/her list
- Should a child, whose name is on the list, does not present for collection, the CSM will ring the School Run Coordinator/Crèche Manager and will not leave the school grounds until the School Run Co-Coordinator /Crèche Manager confirms that the child, for explained reasons, is not to be collected on that day
- The CSM will safely escort the children to the car/bus
- The CSM will ensure that child/ren are never left unattended in a car/bus
- The CSM will ensure each child is seated in a car seat with seat belts safely fastened
- The CSM will drop each child to his/her Crèche and ensure that the child is signed in appropriately.

Review

Management, in consultation with staff, monitors and reviews the effectiveness of this policy yearly or as required.