

School Collection and Drop-Off Policy

Butterflies Day Nursery is committed to ensuring the safety and well-being of all children in our care. This policy outlines the procedures for collecting children from, and dropping them off at, local primary schools. These procedures aim to provide a clear and consistent framework that supports smooth transitions between school and our early years setting. This policy will be shared with any schools where we collect children, and drop them off.

Aim of policy:

- To ensure the safe and timely collection and/or drop-off of children.
- To maintain clear communication between parents, the school, and our setting.
- To ensure that all staff involved are fully trained and understand safeguarding responsibilities.
- To provide a seamless and reassuring transition for children between settings.

Collection from School Procedure

1. Consent and Agreement

- On signing up a child for our wraparound provision, parent/carers will fill in a registration form on Family. They will also be provided with our parent handbook, which contains this policy.
- On receiving the policy and filling in our application form, parent/carers agree to the terms of our school collection and drop off policy.
- When a new child is signed up for wraparound care, Butterflies Day Nursery will contact the school we are collecting from, and will inform the school that we will be collecting the child.
- Parents will be encouraged to contact the school directly, to inform them that Butterflies Day Nursery will be collecting or dropping off their child.

- Parents must add Butterflies Day Nursery as an authorised contact to collect their child, where necessary for the school

2. Staffing and Identification

- Only authorised staff members will collect children from school.
- Staff will carry photo identification and wear branded uniforms where applicable.
- The school will be provided with a list of staff authorised to collect children.
- On the first collection from the school, the authorised staff member will introduce themselves to the school.

3. Collection Process

- Staff will arrive at the school at the agreed time and location (e.g., school gate or designated collection point).
- The school will be responsible for their signing out procedures for the child as they leave.
- As soon as the child arrives at Butterflies Day Nursery, they will be signed in to our premises.
- Children will be safely escorted to our setting via approved transport or walking route, as agreed with parents.

4. Transport and Safety

- Vehicles (if used) will be fully insured, roadworthy, and fitted with appropriate child restraints.
- Walking routes will be risk assessed and reviewed regularly.
- A first aid kit and emergency contact information will be carried at all times.

Drop-Off to School Procedure

1. Preparation and Timeliness

- Children will be prepared and ready for departure in a timely manner.
- Staff will ensure children are dressed appropriately and have all necessary belongings.

2. Drop-Off Process

- Children will be signed out of our premises, in line with Butterflies Day Nursery's signing in and out procedures.

- Children will be escorted to school by authorised staff using the same safety procedures as collection.
- The school will arrange their own signing in procedures for when the child arrives at the school.
- Any relevant information (e.g., health issues, incidents) will be passed on as necessary.

Communication with Parents

- Parents will be notified immediately of any delays, issues, or concerns; in line with Butterflies Day Nursery policies and procedures.
- Any incidents or accidents passed over during collection from school will be passed on when the child is collected from Butterflies Day Nursery. In a case of emergencies or serious accidents/incidents; parents will be informed immediately.
- A daily record of drop-off and collection times will be kept.
- Any incidents or accidents occurring during transit will be recorded and reported in line with our Accident and Incident Policy.

Safeguarding

- All staff involved in school runs will have up-to-date DBS checks and safeguarding training.
- Risk assessments will be conducted for transport routes and procedures.
- A mobile phone will be carried by staff in case of emergencies, but will not be used while supervising children unless necessary.
- Children will always be in the correct ratio for their age, and will never be left unsupervised.
- Wherever there are concerns about the safety of one staff member collecting, or where there is a child who is deemed a 'flight risk', an additional staff member will attend for drop offs or collections.