

# Peak Time Kids Club

## School Collection Procedure

1. Children from Bamford school will be brought to Hathersage by courier, Christopher Mark Knight is the driver. If numbers exceed vehicle/bus capacity additional journeys will be made. The coordinator will check numbers before each session and arrange the extra transport if necessary. Parents must ensure their children's names are on the list in school for the transport. The School has the responsibility for supervising children to the point of entering the bus. The children will be met off the bus by a member of staff; the driver will not let children alight unless met by the staff member. Those children who are collected from the vehicle/bus by means of walking must be kept together in a group and instructed not to cross the road until the playworker gives permission. The safest route must be taken.
2. Collection of children from Hathersage key stage 1 will wear high vis vests
3. The children from the other primary schools must be collected by a playworker or courier who must be known to the school and the children with the exception of Hathersage Key Stage 2 children who will make their own way to the building, after being dismissed by their class teacher.
4. There must be an arranged meeting place for collecting children within the school grounds.
5. A school worker should be responsible for the children until collected and for informing the playworkers of absences.
6. There must be a ratio of one playworker to each eight children who are collected from school
7. Children who are booked in from Hathersage School should be taken to Peak Time unless the parents collect the child themselves or contact the club explaining that the child will not need to be collected.
8. At no time during the journey from school to the club must the children be left by themselves.
9. **Children attending from Hope Valley College or Lady Manners** must make their own way to Peak Time. Hope Valley Out of School Care Group's responsibility for pupils attending from these schools starts from when the child arrives at the Peak Time building. Parents must make adequate arrangements for the child to get to the premises and inform staff of the arrangements. If the child does not arrive, then staff will contact parents using the numbers given on the registration form.

### **Couriers who transport children using their own cars:**

1. Are appointed on the same basis as the other staff. They must be over 21 years and hold a clean driving licence and be subject to a police check.
2. Vehicles must be adequately insured and the insurance company informed of their involvement.
3. Ensure they have full information about the children who are to be collected and from which schools.
4. Wear identification at all times.
5. Collect the children from the responsible adult at school and ensure all children are accounted for.
6. Ensure all children are securely strapped in to the car, using a booster seat where necessary.
7. Ensure the children behave appropriately through the journey
8. If crossing a road is necessary, then to escort children, together, at a safe place and time, observing the Green Cross Code
9. Escort the children to the premises of the club.
10. Report to the member of staff in charge of the session any problems or concerns.
11. Treat the children sympathetically and with consideration at all times.
12. Operate at all times in accordance with legislation, Social Services registration requirements and within the guidelines of the Peak Time's policies and procedures.