

Peak Time Kids Club

School Collection Procedure VIA Transport

VIA Transport

1. Children being collected by Transport will be brought by a registered member of Peak Time Staff or Committee. If numbers exceed vehicle 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 are booked on the session so transport can be arranged accordingly. The school has the responsibility for supervising children to the point of being collected.
2. Wear identification at all times and bring a form of photo ID
3. Collect the children from the responsible adult at school and ensure all children are accounted for.
4. Ensure all children are securely strapped in to the car, using a booster seat where necessary.
5. It is the drivers responsibility to park in a safe manner. The driver then lets all the children out of the vehicle.
6. If the parking space requires children to walk to Peak Time they 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.
7. If the driver deems in necessary, High Vis Jackets can be located in the boot of the car.
8. At no time during the journey from school to the club must the children be left by themselves.
9. All children will be signed in by the driver on their arrival.

Hathersage Primary School

1. The children from Key Stage 1 will be collected by a Playworker outside their classrooms. The Playworker will have a list with the children's names and ensure that they are checked off the list once they are with the Playworker.
2. 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.
3. Hathersage Key Stage 2 children will make their own way to the building, after being dismissed by their class teacher.
4. A school worker should be responsible for the children until collected and for informing the playworkers of absences.
5. 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.
6. At no time during the journey from school to the club must the children be left by themselves.
7. All children will be signed in by a Playworker at Peak Time on their arrival.

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 know which children are to be collected and from which classroom.
4. Wear identification at all times and bring a form of photo ID
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.
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.