



Pick Ups and Drop Offs

Kids on Track recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The manager will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition we conduct regular headcounts during the session.

Pick Ups

Minibuses will pick the children up from designated locations in Andover. All minibuses will have a driver and a second volunteer. A register will be taken on the bus. If a child does not arrive the volunteers will attempt to contact the parents. The buses will leave 15 minutes after the allotted departure time even if not all the children have arrived unless there is a specific reason for the late arrival

All drivers will have completed the minibus training and completed the two driver forms.

All children will be required to wear seatbelts on the buses

Volunteers will take to the meeting point the following forms;

- Spare consent forms
- Permission to administer medicine forms
- Minibus Register

No volunteer will agree to administer medicine to a child without a completed permission to administer medicine form.

If extra children turn up on the day, and there is room on the minibus, **and** the parent completes the consent form the child will be allowed to join the camp. No children will be accepted on the camp without a consent form.

If a child turns up in the morning without an accompanying adult and with no prior written consent the parents will be contacted.

Drop Off

- Children are collected by an adult who has been authorised to do so on their registration form or on the morning minibus register.
- In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must inform KOT in advance and provide a description of the person and a password that they will use. If KOT has any concerns regarding the person collecting he/she will contact the main parent or carer for confirmation.
- Children over the age of eight will only be allowed to leave alone at the end of the session if the Club has discussed this with the child's parents and has received their written consent. This can be given in the morning on the minibus register.
- Children below the age of eight will not be allowed to leave unaccompanied.

Absences

- If a child is going to be absent from a booked session, parents should notify the Club in advance.
- If a child is absent without explanation, staff will contact the parents or carers to check where the child should be.

This policy was adopted by: Kids on Track	Date: August 2020
To be reviewed: August 2021	Signed: Sara Falk, CEO

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.62, 3.64]; and Information and records [3.76].*