



Drop off and Collection Policy

Introduction.

In order to safeguard our children at Wild Ones it is essential that we ensure all children arrive at and leave our site at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school hours. Sometimes there will be 'one-off' arrangements. For this reason, we have set out clear procedures which all staff and parents/carers must adhere to.

General Collection Arrangements

- Children are to be collected at the end of the day at the main entrance from a Wild Ones staff member
- Children must inform a staff member when their agreed adult has arrived.
- Children are not to be released if Wild Ones staff feels that the parent is not in a fit state to ensure their child's safety. This will be immediately reported to our Designated Safeguarding Lead.
- In an emergency/ unplanned situation two members of staff may take a child home to their parent or legal guardian. In this case the Designated Safeguarding Lead will be informed first.

Late Collection and Drop Off Procedure

- Drop off time is between 8.45 am and 9.15 am. If you have missed this deadline we reserve the right to cancel the child's day provision with no refund. Our drop off area is not where we run our provision and any hold ups waiting for children to arrive has a detrimental effect on the other children's enjoyment.
- Collection is at 3.30pm and will be at the main gates where your child is dropped off.
- All parents must sign the child in when they arrive as well as sign the child out when they leave.
- When a child has not been collected by home time, Wild Ones staff will make contact with the parents by telephone.
- If parents are unavailable, the emergency contact is called.
- Wild Ones are within their rights to charge a late collection fee
- Lateness of collection is monitored by Wild Ones. We may share information with regard to persistent lateness with the Educational Welfare Officer or Children's Social Care.

Non Parents Collecting Your Child

- Parents must have provided clear verbal or written permission to Wild Ones staff for children to be released to an adult who is not the parents or carers of the child. This permission must be given with a description of the person collecting (if not already known to Wild Ones staff) and a designated password. Where possible, this person will be introduced to Wild Ones staff in advance of the first collection.
- If any member of staff is unsure of the adult's identity, they may ask to see identification.
- If, after checking identification, there is any uncertainty about the person collecting, the member of staff should make contact with the parents by telephone to seek further guidance/advice.

- Children will only be released from Wild Ones to young people over the age of 16 years, including older siblings, when the staff is satisfied that it is safe and reasonable to do so.

Children Travelling Home Independently

“There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school”. (Is it legal? A parent’s guide to the law by the Family and Parenting Institute -June 2011). The NSPCC advise the following:

- Children under 8 should not be outdoors for a considerable length of time unaccompanied
- Children under the age of 12 should not be home alone for more than a very short period of time. Only children in Year 6 are allowed to leave school independently to walk home provided parental consent has been given in writing. Wild Ones keeps a register of children who have permission to travel to and from school independently which is shared with all Wild Ones staff. Children must notify the staff when leaving the school. The children will always be encouraged to walk home together in pairs. In extenuating circumstances or if an alternative method of transport (e.g. buses/ taxis) are required for children in Year 6 to travel home independently, then a request must be made in writing to Wild Ones. If approved a signed parental consent form will be kept on record. If a child should not arrive home at the expected time the parent/carer is expected to notify Wild Ones immediately. These permissions only apply to children leaving school at the end of the forest school day: any child leaving Wild Ones early (e.g. for medical reasons) must be collected by a responsible adult.

Early Collection Procedure

Whenever pupils need to be collected before their formal dismissal time, parents/carers must provide prior notification by writing or by telephoning Wild Ones. At the time of early collection, parents/carers must call Wild Ones so someone can let you into the school gate. Parents/carers are required to sign the child out with the time that the child is being collected.

Wild Ones recognises that at times, children will need to attend appointments (including medical appointments) during the day. In such cases, parents/carers are welcome to collect their child for the appointment and then return them to Wild Ones during the day. Parents are required to sign their child out when leaving the premises. When parents return their child to Wild Ones, they must report the child’s return to Wild Ones staff so that we are aware that the child has returned and is back on our site.

Supervision in the School Grounds

Parents should note that Wild Ones does not provide a member of staff to supervise children before 8.45 a.m. (unless the children are part of the agreed breakfast club) or after 3.30pm (unless children are attending an after school club organised by Wild Ones) and therefore the welfare of children until/after that time is the responsibility of parents.

Children should not be dropped off and left at the campsite unsupervised. However, if a problem or difficulty arises and is brought to the attention of the Wild Ones, we will intervene, e.g. if a child falls and hurts themselves the school will provide medical assistance.

Parental Responsibility

Wild Ones acknowledges that those with Parental Responsibility have a legal right to collect their children from our site which will be respected by Wild Ones. In the event of any dispute, it is the responsibility of the parents to notify Wild Ones of the arrangements that have been made. Wild Ones will of course comply with any court orders that may be in place.

