

Drop-off and Collection Policy

The safety and welfare of children attending The Village Childcare School Age Childcare is of paramount importance and we have established procedures for the drop-off/collection of children to ensuring a smooth transition and effective time keeping within our service.

This policy is available and communicated with parents/guardians when registration of their child.

There is a child friendly version made available to all children and will be communicated with before attendance.

Staff are communicated with before they begin their employment.

Principle of Drop-off and Collection

This policy is underpinned by the Childcare Act 1991 [Early Years Services] Regulations 2016, Our Duty to Care 2002 and Children First National Guidelines for the Protection & Welfare of Children.

Procedures for Drop-off and Collection Dropping off a child:

- The door will be kept always locked to ensure the safety of all children and staff.
- Only staff are permitted to open the door to parents/guardians and visitors to the service.
- Children must be taken into the service and escorted to their designated room where their time of arrival will be recorded.
- Children must not be left in the hall or left outside the service prior to opening time.
- On arrival parents/guardians should share with their child's key worker/team leader any information which may be relevant to their child's care for that day/session.

Children are encouraged to sanitise their hands upon arrival at the centre.

Collecting a child:

- On collecting a child parents/guardians/carers are encouraged to meet with their child's key worker to be updated on the child's day and progress.
- The child's time of departure from the service will be recorded.

- A person other than parent/guardian collecting a child must be named on the child's registration form as an authorised person. The service should be informed immediately of any changes to those authorised to collect a child.
- A person collecting a child must be aged 18 years or over.
- If a person collecting a child is not named on the child's registration form as an authorised person the parent/guardian must inform a staff member in person or by phone before collection on each occasion. This person should then be added to the list of authorised persons by the parent/guardian
- On the first occasion, if the person collecting the child is unknown to the service staff, the person collecting the child must supply photographic identification.

Parents/guardians/carers who arrive for children in an 'unfit state'

- It may happen that a person arrives for a child in an 'unfit state' due to illness, drugs or alcohol. Where the condition is severe, it may be quite distressing for staff members who have concerns for the child's safety and/or wellbeing.
- The [Children First Act 2015](#), Article 10 requires that a provider of a relevant service shall ensure, as far as practicable, that each child availing of the service from the provider is safe from harm while availing of that service. In this regard **we will always act in the child's best interests**. In the case of a nominated carer who is not a guardian, the parent/guardian should be contacted immediately.
- In the case of a parent/guardian being in an unfit state, the following measures may be adopted where appropriate:
 1. Attempt to get the parent/guardian to take some time before they leave with the child, for example invite them to sit down for a cup of tea/coffee and talk with a staff member.
 2. Offer to contact a family member or friend, or the person(s) listed as the child's emergency contact person on their enrolment form.
 3. Offer to call a taxi, if the parent/guardian rejects the above suggestions and insists on taking the child, the service will follow their Child Safeguarding Procedures by contacting a Garda Síochána where there is a perceived risk to the child for example through negligent driving or the person's inability to appropriately supervise the child on the way home.
- The Village Childcare School Age Childcare will not release a child to anyone who is not authorised without prior consent from the parent/guardian. Late collection of children: Where a parent/guardian knows they will be unable to collect their child at

the agreed time they are required to consult the service to make alternative arrangements for collection. An additional charge of €2 for every 5 minutes after collection time will apply in the event of late collection.

All children are supervised during collection times when entering and leaving the service by one of their room leaders.

Collections from School

We offer bus, walk, taxi transport services. When you register your child, you will be informed of which type of transport your child will receive.

All children are adequately insured of transport.

- Parents must clearly communicate collection needs with the Named Service within an agreed timeframe for example staff meetings, half days, unexpected closures.
- The parent must provide the name of the School Aged Childcare to the school and advise them that the SAC service will be collecting the child.
- A collection point is agreed between the school, child, parents, and School Age Service. Any changes to this must be agreed in advance.
- Authorised staff collecting children from school only leave Named Service for collections when they have confirmed the names of all children to be collected on that day.
- The details of each collection are recorded. This includes the individual name of the child/young person(s), number of children being collected, name of Authorised Staff Member (and driver if applicable), time returning and/or any incidents.
- It is at the discretion of School Age Service to facilitate collections from out-of-school activities. These will be agreed with parents on a case-by-case basis bearing in mind the needs of all children attending the service, availability of personnel to facilitate collections etc.
- School Age children who are usually collected should not leave the school until the Authorised Person(s) arrives to collect them.
- School Age Children must ensure that they have all their belongings with them upon collection. Where items are forgotten, it is at the discretion of the School Age Service whether they can return to the school or not to retrieve them.
- School Age children are expected to always follow the School Age Service's managing behaviour policy.
- School Aged Children are supervised by the Authorised Staff Member from the time they are collected from the school.

Non-collection of children:

If a child is not collected 15 minutes after the end of their session/day and the service is unable to contact the parents/guardians, the emergency contacts, or authorised persons the following procedures will apply:

- The child will stay at the service in the care of two staff members as required by The Child Care Act 1991 [Early Years Services] Regulations 2016.
- Staff will follow the procedures outlined in the Child Protection Policy and contact Tusla,/An Garda Siochana
- A detailed written report of the incident will be recorded including the time of calls made to parents/guardians etc.

Attempted collection by a parent/guardian who has been denied access by a Court**Order:**

Details of any Court -ordered custody arrangements must be provided to the service on registration of the child. A copy of the Court Order currently in place must be produced to the Childcare Services Director.

- A parent/guardian who has been denied access to a child through a Court Order will not be permitted on the premises of The Village Childcare School Age Childcare
- If such a parent/guardian gains access and insists on attempting to collect a child from the service the Childcare Services Director will call An Garda Siochana to have that person removed from the premises. Attempted collection by parent/guardian/carer who is deemed to pose a threat to the safety, health, or welfare of the child they wish to collect:
 - The Village Childcare School Age Childcare reserve the right not to release a child to a parent/guardian or authorised person if they are concerned that to do so would pose a risk to the safety, health, or welfare of the child.
 - Staff will advise the parent/guardian or authorised person that they will contact an alternative authorised person to collect the child in such circumstances.
 - If the parent/guardian or authorised person refuses assistance and insists on removing the child from the service then the Designated Liaison Person will contact Tusla/An Garda Siochana.

Absence Policy:

- In the event of a child being absent from any of the programmes we ask for a parent or guardian to phone 056 7764700 or Gillian 087 4149286 and let the staff be aware of their child's absence by 8.30am.
- If a child has not attended the Afterschool's for one week and there has been no contact from the parent/guardian, the Childcare Manager or Childcare Leader will follow up on the child's attendance.
- Children who are absent for two weeks with no explanation may lose their place or their discounted rate in fees.

This policy was agreed and adopted by The Village Childcare School Age Childcare.

Date: _____

Signed by: _____ on behalf of Management

This policy will be reviewed on (insert date) _____ in collaboration with staff and parents.