



### **School drop off/ pick up policy + minibus**

As part of the wrap round care at Alfresco, children will be transported by staff to and from Bishopstone school on foot and minibus will be used to transport children to and from Watchfield school (term time only) It is imperative that the following steps are followed during these times.

#### **Prior to leaving**

Before leaving site, the person(s) transporting the children needs to ensure they have the following

- A working and charged mobile phone
- Alfresco childcares number
- A list of children being picked up / dropped off
- Child emergency profile for each child being transported
- Basic first aid kit

#### **Transport by foot**

The person(s) must leave in plenty of time to reach the school. The adult in charge must be confident that the children are familiar with road safety. Before setting off, the adult in charge must perform a roll call in accordance with the pick-up list and sign the children out, take the emergency bag and ensure children are wearing the hi-vis jackets before setting off from Alfresco. The staff member must do regular head counts while walking and a final count and visual check of all children as they enter the school.

Children should be transported at a maximum of 8:1 child: adult ratio and no adult should walk with more children than they feel confident with. This number will vary depending on the adult and the children.

Children must be encouraged to all walk closely together and on the same side of the lanes either single file or in pairs. Road safety must be adhered to at all times.

The same pre-agreed route should be travelled to and from each school so that, in the event of an incident or emergency, the group will be easy to find.

#### **In the event of an incident/accident whilst transporting children to Bishopstone school.**

In the event of an incident while out, the adult in charge must assess whether to call Alfresco or 999.

In the event 999 is to be called, this should happen first. If possible, ask another adult in the vicinity to call Alfresco and report the problem.

All children should be given clear, concise instruction to keep them as safe as possible while any first aid is administered.

In the event that the adult in charge is unable to take control of the situation, all children should know how to use the phone to contact Alfresco and emergency services. They should also be aware that they must call the attention of another adult to help if possible.

### **Returning to Alfresco from Bishopstone school**

On returning the children to Alfresco, the adult in charge must take the emergency bag to the school. At the school they must perform a roll call in accordance with the pick-up list to ensure they have all of the correct children and ensure they are wearing the hi vis jackets before the walk back to Alfresco. On arrival at the nursery all children must be signed into the building. Any issues with the children or health and safety of the children must be reported to the manager or owner of Alfresco immediately.

### **Changes while off site**

In the event of any changes while off site, such as children that are expected not turning up to be collected or children not expected but turning up, the adult in charge must call Alfresco and check the changes. The adult must not leave the site until they have received confirmation that the change is correct and parents have been contacted.

In the event of not being able to contact parents the staff member will agree with the head teacher the correct course of action (where possible) for example if a child believes they are coming with us and a parent is to be there to collect, we will bring them to nursery and continue to try to contact the parents.

### **Minibus and supervision of School Journeys**

#### **Minibus**

Our mini bus is constructed to have no more than 8 children (primary school age only) for school pickups to and from Watchfield school. This is in addition to the driver.

Anyone who is operating the minibus service to carry passengers has a duty to take all reasonable precautions to ensure that they are operating safely and in accordance with all regulatory guidance.

#### **Behaviour of passengers whilst on the minibus**

All passengers are expected to sit still on the minibus for the duration of the journeys.

No drinks will be given whilst the minibus is in operation.

No food will be eaten whilst the minibus is in operation.

No mobile phones will be used whilst the minibus is in operation unless absolutely necessary.

All children will be on a car seat where required.

All children will have a suitable seatbelt on whilst the minibus is in operation.

#### **Driver responsibilities**

Alfresco has overall responsibility for ensuring a safe service is provided. However, each driver of the minibus is personally responsible for driving the minibus on the road.

All drivers will not be under the influence of alcohol or drugs

Any drivers who are taking medication will need to speak with the management team to ensure it does not affect their driving ability.

All drivers must be fit to drive.

All drivers must not eat or drink.

All drivers must not tune in radios or change a CD whilst driving.

All drivers must not look at maps whilst driving.

All drivers must not use their mobile phone whilst driving or any other electronic equipment.

All journeys will be planned to pickup and drop off on time

All information of children's contact details will be put in an envelope and kept in the minibus in case of emergencies.

All drivers must take into account speed limits whilst driving the minibus

All drivers must ensure that children are strapped in with a seatbelt and on suitable car seats before any journey begins.

All children must be alighted from the minibus safely.

No children must be left in the minibus on their own.

Only when the driver feels it is safe should children's seatbelts be taken off.

The driver must be responsible for ensuring all children are safe whilst walking to and from the minibus keeping a close check on numbers.

The driver must ensure all luggage is place in the boot of the minibus.

### **Tiredness**

If a driver is feels unusually tired or unwell this must be reported to the management team as soon as possible.

### **In the event of an incident/accident**

In the event of an incident while out, the adult in charge must assess whether to call Alfresco or 999.

In the event 999 is to be called, this should happen first. If possible, ask another adult in the vicinity to call Alfresco and report the problem.

All children should be given clear, concise instruction to keep them as safe as possible while any first aid is administered.

In the event that the adult in charge is unable to take control of the situation, all children should know how to use the phone to contact Alfresco and emergency services. They should also be aware that they must call the attention of another adult to help if possible.

### **Bookings**

Bookings are only booked through the management system. Only children who are booked in on the management nursery panel will be picked up and dropped off.

### **Insurance**

The minibus drivers are insured to drive the mini bus on a normal license (over 30 years old) as long as they have had a driving license for over 2 years and have no convictions.

### **Maintenance**

The minibus will be serviced in accordance with the guidance including service and MOT yearly.

### **Fault reporting**

Anyone driving the school minibus must report any fault findings or defects through the management system as soon as possible.

### **Returning to Alfresco from Watchfield school**

On returning to Alfresco a roll call must be conducted. All bags will be removed from the minibus. On arrival at the nursery all children must be signed into the building. Any issues with the children or health and safety of the children must be reported to the manager or owner of Alfresco immediately.