

School Collection

As part of our after school club, we may offer a school collection service from Hendreforgan School. In order to keep children safe and secure during this transition we will abide by the following procedures:

- A full risk assessment will always be carried out by a senior member of staff to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards.
- The risk assessment will be based on the usual route and an alternative route in case the usual route is inaccessible.
- Written permission will always be obtained from parents for the school collection
- The school will have a full list of children who are attending the after school club provision together with the staff from our setting who will be collecting them
- All staff will have photo identification to enable the school to release the children and young people to the correct adults
- The staff will have a register which will be completed on collection of the children and young people and again once they have returned to the setting
- Children will be paired up to walk back to the setting
- Head counts will happen periodically during the walk back to the setting, the frequency is decided in the risk assessment
- We provide appropriate staffing levels for school pick ups dependent on an assessment of the safety and the individual needs of the children
- All parent and staff contact numbers will be taken on school pick-ups
- All staff will be easily recognisable by other members of the group;
- At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary
- A fully stocked first aid box will always be taken along with any special medication or equipment required
- A fully charged mobile phone will be taken as a means of emergency contact
- In the event of an accident, staff will assess the situation. In the event of a serious accident an ambulance will be called to the scene, and parents will be contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the setting
- The safeguarding policy will be followed in the case of a disclosure during the journey to the setting.

Risk assessment

The full risk assessment will be displayed for parents to see before giving consent. This plan will include details of:

- The name of the designated person in charge
- The estimated time of departure and arrival
- The number of children, age range, ratio of staff to children, children's individual needs and the group size
- The equipment needed, i.e. first aid kit, mobile phone
- Staff contact numbers
- Method of transportation is only by foot i.e. a walking bus
- Emergency procedures
- Weather conditions, e.g. snow, hot weather
- The name of the designated first aider and the first aid provision.

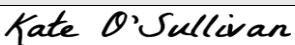

Lost children

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and CIW and RCT Play will be contacted and informed of any incidents.

If a child runs off or leaves the main group for any reason a staff member will only follow if the safety of the other children in the group is not compromised. If the staff are unable to follow or catch up with the child then the police will be called immediately, followed by the child's emergency contacts. The GGCA management will be informed following this and asked to assist where possible.

The safety of all children and young people is paramount at all times.

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager		13.10.2025
Olive Frances Vice Chair of Trustees		13.10.2025