



Manor Twiglets Nursery Ltd

Downsview Crescent, Uckfield, East Sussex, TN22 1UB

01825 765487. twiglets@manor.e-sussex.sch.uk. www.manor-twiglets.co.uk

Collecting children for After School Club Policy

Aims:

To ensure that all the children that have been left in the care of Manor Twiglets After School Club arrive safely into the building after finishing school at Manor Primary. The Childcare Manager is to ensure a complete risk assessment has been done (see risk assessments).

This policy will explain in detail the procedures that all practitioners will need to follow when collecting children from Manor School when they finish Foundation Stage, Key stage 1 and key stage 2.

Procedure:

The Childcare Manager will collect a signature on the consent form from the parents/carers of the children attending the After School Club, permitting the staff at Manor Twiglets Nursery to collect their child from school. This will include the times, area they need to be met and the days that are required.

The Childcare Manager will compile a list at the beginning of the week setting out which children will be attending the After School Club, which area they are to be collected from within the school grounds and what time they will be collected by their parent/carer from Manor Twiglets After School Club. This list can be added to during the week, should a parent/carer request us to collect their club due to work commitments or an emergency. The Childcare Manager will check ratios and confirm whether this is possible.

The ratios of practitioners that are required to collect is counted on a daily basis. The Childcare practitioners will take a bag containing a mobile phone, emergency contact details for all After School Club children and a first aid kit in case of emergency.

The Manor Twiglets After School Club staff will wait in the designated area for the children to be released to them which is currently inside the building by the Foundation Stage corridor/next to the staff room.

The practitioners will be wearing their uniform and badge so that the children will recognise them. If there are any changes to the practitioners that usually collect the children from the school, the parents of the children and teachers at the school will be informed prior to their collection.

Once children are released to Manor Twiglets After School Club practitioners, they will ensure that the children have all their belongings (coats, lunch boxes, book wallets and water bottles). Children are then talked to about the importance of holding hands, walking and not running and talking to other adults. For the older children (key stage 2) they may be reluctant to hold hands, so the practitioner will discuss walking sensibly up to the Nursery.

The practitioner will then walk the children to the Manor Twiglets Nursery building through the gate attached to the playground.



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What to do if:

Someone tries to take a child in your care whilst you are walking them round to Manor Twiglets?

- Practitioners always collect in twos, one practitioner will be carrying a bag containing a mobile phone. If needed the practitioner will immediately phone the emergency services for assistance.
- The practitioners will call for help, there is always lots of other parents around. She/he will not let go of the child in her/his care.

The child in the care of Manor Twiglets After School Club does not and will not hold the hands of a practitioner or another child on the way to Manor Twiglets?

- The practitioner will explain the importance of holding hands with the practitioner and their peers.
- If required the practitioner will reward the child with a sticker when they arrive at the Nursery.
- The practitioner will wait until the child holds their hands or their peers hands before walking to the nursery.

One of the children due to attend Manor Twiglets After School Club has been picked up by someone else?

- The practitioner will immediately find out from the teacher/school office who has collected the child.
- She/he will phone the parent/carer using the emergency contact details that she carries, to ask if this was planned.
- Parents are reminded that if someone else is picking their child up to phone through on the morning to confirm the changes.

If the child is not at the school (due to sickness) when the practitioner has gone to collect the child?

- The Manager/Director will phone the parent/carer to see how the child is and remind them that the Manor Twiglets After School Club needs to know when the child will not be attending.

The child has an accident whilst walking over to the nursery?

- The practitioner carries a first aid kit. She/he will attend to the accident where the accident happens. If required, the emergency services will be called and parents will be informed.
- Accident/incident forms will be completed on arrival at the Nursery.



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The child does not want to go with the practitioner to the Nursery?

- The practitioner will encourage the child to go to Manor Twiglets After School Club. The practitioner will entice them with activities, toys, equipment that they can and will be doing at the Nursery once there.
- The practitioner will reassure the child that their parents/carers will be there to collect later.
- If the child still does not want to come and is refusing to walk with the practitioner, the parent will be informed.

This policy was implemented on 4th February 2019

Date of review: February 2020

Signed on behalf of the Directors:

Name of signatory: Mrs F J Bray

Role of Signatory: Childcare Manager