

# **D.P.S**

## **Out of School Club**

**Collection Policy  
Arrival/Departure of  
Children**

## COLLECTION POLICY- ARRIVAL / DEPARTURE OF CHILDREN

### Principle

DPS Out of School Club recognises the safety of all children as paramount.

### Policy Statement of Intent

DPS Out of School Club endeavours to have procedures in place that ensure all children are accounted for and that they are released into the care of an nominated adult.

### Procedure

- All children must be collected by a parent or named adult over the age of 18 years.
- If your child's collector has been changed at short notice we must be informed with full details.
- If a collector is not recognised by staff as a named collector from the child's registration form we will not release your child until we have confirmation from you, the parent / carer.
- If your child is going home via taxi, staff must receive written permission with details of the taxi company and drivers who will be collecting the child each day. All new drivers will be required to show their identification badges.
- If your child is going home on the school bus, we must receive written permission with details of the bus, collection time and days.
- If your child is going home at the end of their school day and not coming to the afterschool club, it is very important that we are informed either via written note, phone call or text message.

**Children are not permitted to leave the Out of School Club alone or to walk home without a parent or named adult over 18 years old.**

### Late Collections

- Your child must be collected on or before their booked time. This allows the afterschool club to maintain their correct adult to child ratio.
- The afterschool club closes promptly at 6pm Monday to Thursday and 5pm on a Friday. If you are going to be late please contact us by ringing our mobile number (07874009160). Please note the school office is closed at this time and it is very unlikely that the school phone will be answered.
- Parents / carers should have emergency collection plans in place in event of a late collection past 6pm. However we still need to be informed of new collectors.

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- If no-one turns up to collect your child and we have been unable to contact you the parent or anyone else detailed on the registration form then Social Services / Gateway Team will be contacted. However, every effort will be made to contact the parents/carers before we take this action.

### Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club Management Team.

Signed: D. Thompson  
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(on behalf of the management team)

Position: Chair  
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Date: 29/6/18  
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Reviewed on:

Date: June 2019..... Signed: D. Thompson  
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Date: 23/11/22..... Signed: D. Thompson  
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Date: September 2023..... Signed: D. Thompson  
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