

## School Collections Policy and Procedure

The wrap around service that Fun Foundations provides is of great importance to families due to the limited school provision of nursery hours.

Many working families are unable to access the funded provision at schools between 9:00 and 11:30 and 12:30 and 15:30 as their working hours do not fit into this time period.

Staff at Fun Foundations believe that enabling children to transition into school life gradually with their peers at three years is necessary to settle them into the long - term learning environment.

### The Nursery Vehicle

- All vehicles used in transporting children are properly licensed, inspected and maintained. Regular checks are made to the nursery vehicle e.g. tyres, lights etc. and a log-book of maintenance, repairs and services is maintained. Seat belts are fitted to every seat.
- Age and size appropriate car seats are used at all times in accordance to nursery policy and procedure.
- The nursery vehicle is to be kept in proper working order, is fully insured for business use and is protected by comprehensive breakdown cover.  
All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety
- restraints appropriate to the age/weight of the children carried in the vehicle.
- Personal staff vehicles will be kept in proper working order, fully insured for business use and protected by comprehensive breakdown cover.

### The Journey

- The driver must adhere to all road safety legislation.
- When parking the vehicle, the driver must choose a safe place and not park in any restricted areas
- All nursery vehicles must use a school car park where available.
- If no school car park available, the nursery vehicle must park as near to the school as possible in a safe place.
- The driver of the vehicle will be over 21 years and a Level 3 or equivalent qualification.

### Adult Supervision

- Staffing ratios are maintained at all times in accordance to the national minimum standards for regulated childcare.
- Children are never left unsupervised in a nursery vehicle.
- There will always be an adult supervising the journey who is qualified to level 3 or above and a paediatric first aider.
- Children must always, where possible, be put into the vehicle from the pavement side.

## Risk Assessing The Journey

A full risk assessment and outing plan will be carried out for the school journey and this will be displayed for parents to access.

This plan will include details of:

- The name of the designated person in charge - the outing leader  
The name of the school where the collection will take place  
The estimated time of departure and arrival  
The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip i.e. first aid kit, mobile phone, coats, safety reins, walking rope
- Staff contact numbers

## Collections By Foot

School collections may be achieved by foot to either Y Bont Faen Primary School or Ysgol Iolo. On these occasions staff ratios will be 1:4 children over 3 years.

These collections will only be during the summer months.

The staff member collecting will be qualified.

The same as above will apply in regards to risk assessing the journey.

Date of Review	Changes Made	Signatures	Date of Next Review
15/01/15	None	A. Ferguson	January 2016
21/05/15	Highlighted in red	A. Ferguson	May 2016
06/05/2016	None	A. Ferguson	May 2017
05/04/2017	In red	A. Ferguson	April 2018