

Dropping Off and Collecting Policy After -School

A copy of this policy is provided or available to all parents/ guardians and caregivers upon registration and any amendments to the policy will be communicated to all staff and parents. The policy is also available within the service and provided to all staff upon induction. This policy is available to School Age Children and will be communicated to them in a manner that is accessible and appropriate and in accordance with individual age and capacity

The safety and welfare of children attending Muin After School Care is of paramount importance and we have established procedures for the drop-off/collection of children to ensure a smooth transition and effective time keeping within our service.

Only the list of contacts given on the registration form have access to collect the child/children from Muin after school service.

Parents/Carers Dropping to After-School

To enter the building please use the doorbell as the door will be locked.

The doorbell will need to be used and a staff member will come to greet you at the door.

The management/staff will be at hand to answer the door and greet parents and retrieve belongings and help the child get settled in. Parents/carers/guardians are permitted to enter the classroom to put in school bags and belongings inside if they wish but then must leave in order for the child to be helped settled in by staff.

If a child/parent should arrive late, they can ring the doorbell, the staff member on duty must note the time of arrival .

Parents/Guardians Collecting from After School

When collecting your child from Muin After-school.

Please ring the doorbell, as the entrance door will be locked.

The staff member on duty will greet the parent/guardian/carer and allow the access to the classroom to pick up the child/children.

Children will be asked to collect their belongings and greet the person collecting them at the door or inside the door if the weather is cold or wet.

Staff will quickly inform and update parents on relevant information regarding homework, activities or other information regarding behaviour etc and what the child/children had to eat while attending out after school.

Parents/Guardians: Late Collection

For late collections we charge 5 euro every 15 minutes, for example if you arrive at 18:20 the charge will be 10 euro.

If late collections are recurring this will be highlighted with the designated person collecting the child. The late collection times will be documented and If late collections continue a meeting will take place between manager and parent/guardian.

Authorised Collections from Muin After School Service

Only the authorised contacts on the registration form are permitted to collect the child/children from the after school.

A child will not be released If there is a person collecting a child/children from the setting that the staff are not familiar with, unless the parents/guardians/carers inform the service prior to the day that an unauthorised person is coming to collect.

It will be made clear that unless persons are listed on the registration form that this cannot become a regular recurrence.

We strongly recommend entering the details of all persons who may/will be collecting the child on the registration form, especially for the event of an emergency.

There is a sign out sheet in place, staff must ensure the authorised collector of the child/children signs this document.

If an unauthorised person attempts to collect a child and we do not have pre informed parental consent then the child will not be released.

In this event, the parent/guardian will be contacted for consent

Late collection fees may be applicable if the staff members are held up getting in contact with the child's family.

Unusual circumstances

When a child is not picked up, unless the parent/guardian has made contact with the after school, after 10 minutes we will ring designated contacts for the child and let them know that the child is waiting to be collected.

We will address this with the person who collects the child to ensure this won't happen again. If this is not the parent, we will highlight the matter with the parent as soon as possible in an appropriate manner.

If we are faced with a situation where a parent or guardian/carer collects the child in an unfit state;

- A) We will not release the child
- B) We will contact another family member to ensure the child's safety, we will report it to the appropriate authorities (Guards/Tusla)

It is our duty to report any circumstances that we feel may endanger the child's safety.

Procedures for Parents/Guardians Dropping and Collecting child/children from Muin After School;

- The front door will be kept locked at all times to ensure the safety of all children and staff.
- Only staff are permitted to open the door to parents/guardians and visitors to the service.
- Children must be taken into the service and escorted to their designated room where their time of arrival will be recorded.
- Children must not be left in the reception, hall, or left outside the service prior to opening time.
- On arrival parents/guardians should share with the staff any information which may be relevant to their child's care for that day/session.
- On collecting a child parents/guardians/carers are encouraged to meet with staff to be updated on the child's day and progress.
- The child's time of departure from the service will be recorded.
- A person other than parent/guardian collecting a child must be named on the child's registration form as an authorised person. The service should be informed immediately of any changes to those authorised to collect a child.
- A person collecting a child must be aged 18 years or over.
- If a person collecting a child is not named on the child's registration form as an authorised person the parent/guardian must inform a staff member in person or by phone before collection on each occasion. This person should then be added to the list of authorised persons by the parent/guardian
- On the first occasion, if the person collecting the child is unknown to the service staff, the person collecting the child must supply photographic identification.
- Muin After School will not release a child to anyone who is not authorised without prior consent from the parent/guardian.

Late collection of children:

- Where a parent/guardian knows they will be unable to collect their child at the agreed time they are required to consult the service to make alternative arrangements for collection.
- An additional charge of €5 for every 15 minutes after collection time will apply in the event of late collection. Non-collection of children: If a child is not collected 15 minutes after the end of their session/day and the service is unable to contact the parents/guardians, the emergency contacts or authorised persons the following procedures will apply:
- Staff will follow the procedures outlined in the Child Protection Policy and contact Tusla,/An Garda Siochana
- A detailed written report of the incident will be recorded including the time of calls made to parents/guardians etc.

Attempted collection by a parent/guardian who has been denied access by a Court Order:

- Details of any Court -ordered custody arrangements must be provided to the service on registration of the child. A copy of the Court Order currently in place must be produced to the Childcare Services Director.
- A parent/guardian who has been denied access to a child through a Court Order will not be permitted on the premises of Muin After School
- If such a parent/guardian gains access and insists on attempting to collect a child from the service the Childcare Services Director will call An Garda Siochana to have that person removed from the premises. Attempted collection by parent/guardian/carer who is deemed to pose a threat to the safety, health or welfare of the child they wish to collect:
 - Muin After School reserve the right not to release a child to a parent/guardian or authorised person if they are concerned that to do so would pose a risk to the safety, health or welfare of the child.
 - Staff will advise the parent/guardian or authorised person that they will contact an alternative authorised person to collect the child in such circumstances.
 - If the parent/guardian or authorised person refuses assistance and insists on removing the child from the service then the Designated Liaison Person will contact Tusla/An Garda Siochana.

Chaperone Drop-off and Collection Policy Statement

Muin After School aim to ensure that children in their care are rigorously monitored, and that every effort is made to plan for their safety. The rationale for this statement, therefore, is to outline clearly, protocols and procedures around the collection of children from their primary schools, in order to maximise their safety.

This policy is underpinned by the Childcare Regulations 2016, the Road Traffic Act, 2016, Safety Health and Welfare at Work Act, 2005,

Drop-Off to School: A chaperone (who is previously interviewed and vetted) will be allocated to collect children from their primary school. He/She is required to adhere to the following protocols:

The appointed Chaperone (previously interviewed and vetted) will be allocated to collect child/children from their primary school. The chaperone is only available on request from a parent/guardian or caregiver. It is the responsibility of the parent/guardian/care-giver to inform the school of any changes regarding who is collecting their child/children from the school.

The safety and welfare of children attending Muin After School Care is of paramount importance and we have established procedures for the drop-off/collection of children to ensure a smooth transition and effective time keeping within the service.

Chaperone's at Muin After School:

A Chaperone is a designated person whose duty is to pick up children from local schools. This person prior to any collections, is interviewed and vetted by the after-school manager through the national vetting bureau of the Garda Síochána in accordance with the National Vetting Bureau Act 2012. If driving they must have a full clean driver's license and show id, curriculum vitae and proof of address.

Once chaperone vetting is returned and checked then they can begin their role, we invite them to meet the child and parent before any collections occur so that both child and parent are comfortable with the chaperone. Our chaperones are responsible, trustworthy, kind, helpful with all children and reliable.

This policy is underpinned by the Childcare Act 1991 [Early Years Services] Regulations 2016, Our Duty to Care 2002 and Children First National Guidelines for the Protection & Welfare of Children.

Chaperone will have previously met the child and one parent, (once registration is completed parents will inform school that the chaperone from Muin after school will be arriving to pick up child/children with information regarding days and times.

The chaperone will be allocated all information via afterschool manager. The chaperone will have signed the chaperone duties/procedure document and indemnity form before starting their position as chaperone.

- The Chaperone will arrive at the school grounds at/before the allocated collection time, the chaperone is permitted to wear a vest stating Muin after school name visibly on the back of the vest
- The Chaperone will know the names of each child due for collection
- The Chaperone will collect each child on his/her list
- Upon arrival at the after-school car park, the Chaperone will safely guide the child/children out of the car and through the grounds, into the after-school entrance.

Collection from the primary school to the after school:

- Should a child, whose name is on the list, not present for collection, the Chaperone will ring the After School Manager and will not leave the school grounds until the Manager confirms that the child, for explained reasons, is not to be collected on that day
- The Chaperone will safely escort the children to the car
- The Chaperone will ensure that child/children are never left unattended in their car
- The Chaperone will monitor the child/ren while on the way to the after-school grounds until the teacher answers the door at the after school premises
- The Chaperone will ensure each child is seated in a car seat with seat belts safely fastened, car seats are supplied by the service
- The Chaperone will drop each child to the after school and ensure that the child is signed in appropriately.
- It is the responsibility of the Chaperone to ensure the child/children will safely walk to the after school or the chaperone takes the child/children to their car to drive to the after school.

If the Chaperone has any complaint regarding their duties the after-school manager will listen to the complaint privately, document it and take appropriate action.

All children are insured when in a chaperones car, the children travelling in the car are insured by the chaperone's car insurance, once at Muin After School they are insured by the service. Chaperones and Parents sign an Indemnity Waiver Form, the Indemnity forms state that they are comfortable with the arrangement, it is then filed in the service. Children will be accompanied by the chaperones only by car or walking, there are no other means of transportation to the service.

This policy was agreed and adopted by Muin After School Blarney

Date: 04/05/2022

Signed by on behalf of Muin After School Management. Review Management, in consultation with staff, monitors and reviews the effectiveness of this policy yearly or as required.