**QUEEN’S UNIVERSITY BELFAST**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Childcare Services

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Collection of Children Policy from School, Nursery School and After School Activities**

1. One of the main objectives of Childcare Services at Queen’s is the safe collection from school, nursery school or after school activities, of children attending the service.

In order to accomplish this, the following procedures will be observed:

* Children will always be collected by a member of Childcare Services staff. When there is an emergency, due to illness or other unforeseen circumstances, children will be collected by designated emergency helpers who are Childcare Services staff.
* Staff using private cars for collections must have provided proof of adequate car insurance for this purpose. The management team will satisfy themselves that the insurance company has approved the use of a car for this purpose.
* All vehicles being used for collections will be registered with the DVA. Only registered vehicles will be used for collections.
* Appropriate child seats/restraints will be used in all vehicles being used for collections in accordance with RoSPA and DOE guidelines.
* Children will be introduced to the staff member who will be collecting them from school. Where possible they will be collected by the same person each day. When changes are necessary we will attempt to advise the children in advance and to send a member of staff who is familiar with the child.
* All staff wear their QUB uniform whilst on duty which has the staff members name on. This enables the children to identify their collector and also can be used by school staff to verify persons collecting children as Childcare Services at Queen’s.
* Staff collecting children for the first time from a school should make themselves known to school staff where possible.
* Staff collecting children from school will carry personal telephones, for use as per the Mobile Telephone Policy.
* In the case of an emergency change of routine collection, the school will be informed by telephone of the change and asked to inform the class teacher and the child, giving the identity of the replacement collector.
* When children are to be collected from school and walked back to the Out of School club, supervision will be adequate for the purpose.
* Risk Assessments will be completed for each school/collection route.

Children will not be collected by students on placement in the Out of School Club.