

# Burgh After School Club Policies and Procedures



## Pick-up Policy and Procedures

During term time the Burgh After School Club will provide an efficient and smooth running pick-up service from one local school within the area; Loretto RC Primary School, Musselburgh.

## Aims and objectives

The aim is to ensure that all children are picked up on time and escorted back to the club in a safe and orderly fashion. To provide a back-up plan in cases of emergency/problems during pick-up from schools.

These guidelines will form part of the Burgh After-School Club policy and procedures, and must be adhered to at all times by all staff.

- Staff must always arrive at the school before the children are let out of class – by 3pm (Mon-Thurs) and by 12.15pm (Friday).
- Before leaving the club, staff must check the daily register for details of any changes to pick-up arrangements made by parents/carers on each day. A copy of the list will be made for information.
- The School pick-up register must contain each child's full name and class.
- One staff member should always take a mobile phone each day to relay messages to and from the club if necessary. The Burgh After School Club mobile (phone 2) is available for this use.

In accordance with Health and safety procedures the following ratio of staff to children must be complied with;

**Infants:** 1 staff member to 8 children

Due to the busy main road from Burgh Primary School to Loretto RC Primary School it is necessary to have a minimum of 2 adults for the children.

Please note that it is the joint responsibility of staff and parents to ensure that children behave and cooperate fully with Burgh After School staff, particularly during pick-up from school

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## Pick-up Points –Loretto RC Primary School

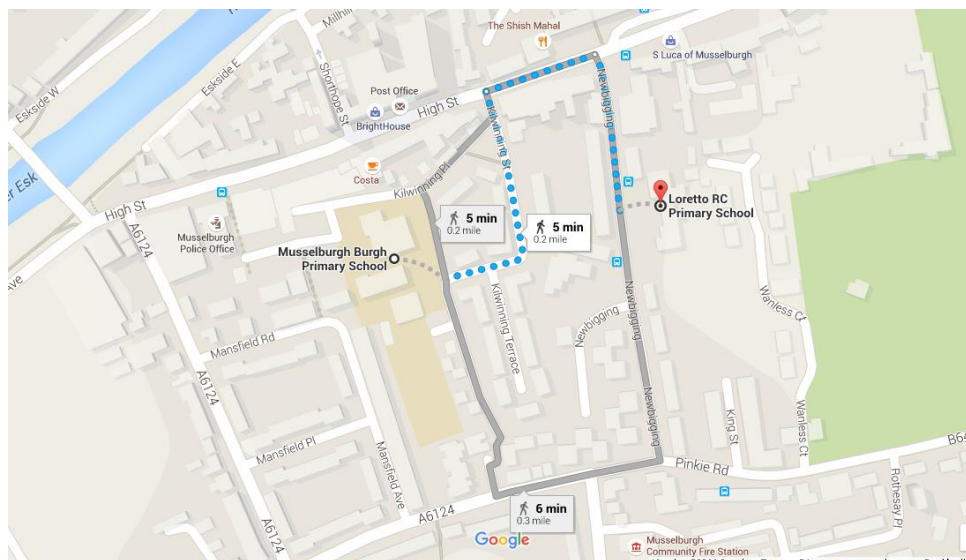
P1 to P2 children will be collected from Reception and either wait inside the school or in the front playground until the P3-P7 children are dismissed.

- If a child who is registered to be collected from school is not at the collection point, staff must check with the school reception/child's class teacher before leaving the school and also phone the After School Club to confirm any message from parents/carers before noting an amendment to the register. It is important that all children are picked up on time. **It is unacceptable for a child to be left behind at school.**
- Parents must phone or let a member of staff know in advance if their child is not to be collected from school on any particular day.
- When all the children are gathered staff must check that they have bags and coats etc.
- Staff must then check again to make sure all children are present by doing a register and a head count.
- Any message from teachers to parents must be relayed in writing and not through After School Club Staff.
- Children should be lined up in two's and walked back to the club in an orderly fashion.
- Children are not allowed to go back to their classrooms once picked-up
- All children are expected to go to the toilet before being picked up by the Club staff.
- There is to be no eating or drinking on the way back to the club and no stopping to talk to friends.
- If you have children that walk slowly they should walk at the front of the line to determine the pace of the group. It is important to keep the line together.
- Please avoid shouting at children. Talking quietly to a child that is misbehaving nearly always achieves better results.
- Praise for good behavior goes much further than telling off.
- All incidents/problems must be reported to the Manager on arrival back at the club, so that strategies can be put in place to avoid future problems.
- Once back at the club, the register needs to be taken. No child shall be marked in the register unless he/she is present.

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- If children are arriving at the Club following an after school activity at school, they should be marked in on the Register and the time documented.
- Google Map of the route between Burgh Primary School and Loretto RC Primary School



- (Please note that a risk assessment has been carried out on this route for the safety of the children and staff)
- It is important to us that the children adhere to the above procedures and actively consider their own safety during transitions. Their views have therefore been sought and documented below:
  - “Hold hands”
  - “Watch for the green man when crossing the road”
  - “Do not run”

## Departure from the club

- Children are to be collected from the club premises by parents/carer.
- Children are not permitted to leave the club with someone other than their parent/carer unless previously arranged by the parent/carer with the club.
- Parents/carers are to sign out their children before they leave the club on the signing out part of the Register.
- If a parent/carer requests that a child leaves the Club at a certain time for an activity then this must be put in writing stating times and location.

May 2017