

CARTWHEELS CHILDREN'S CENTRES

Collection Policy

We deliver and collect children from schools/nursery and to ensure their safety during these times we will ensure the following is done:

- ✓ Children will be delivered to/collected from school by a Centre worker.
- ✓ The schools and the children must know the escort, the Centre will provide a special form or badge identifying each escort, this will be carried by each staff member and produced on request.
- ✓ Children who are collected from school will be taken straight back to the Centre unless parents, either collect the child themselves or provide a signed note/telephone call explaining that the child does not require collection.
- ✓ At no time during the journey to or from school will the children be left by themselves.
- ✓ There will be a ratio of at least one adult to every four children.
- ✓ Children will be kept together in a group, using pedestrian crossings where necessary to cross roads. The quickest, safest route will be taken to school or the Centre.
- ✓ If picked up by car/taxi the vehicle is fully insured and three point seat belts and appropriate child seats are used at all times