



DELIVERING / COLLECTING **CHILDREN FROM THEIR CLASS** **PROCEDURE**

Breakfast Club- Delivering Children to their classrooms.

All of the children are sat together whether this is in the hall playing a game or in the dining room. The register is taken by a member of staff to ensure that all children are present and marked with a tick and staff's initials.

Junior delivery:

The Juniors are asked one Year Group at a time to go and get their belongings. Year 3 children line up in the hall by the Year 3 classrooms and wait with a Fusion member of staff until they can go into their classroom with a school member of staff present. Years 4, 5 and 6 line up in the hallway off the dining room. Children will only enter their classroom when there is a member of school staff present, children will never be left unattended.

Infant delivery:

The Infant children are asked to get their belongings. When all of the Junior children are safely in the classroom and accompanied with a member of school staff, the remaining Infant children and the rest of the staff walk over to the Infant School. We ensure that children are responsible for their own belongings which they carry themselves. We exit through the doors in the Junior long corridor, ensuring we close the door and walk down the steps, go past the Infant School Reception and follow the path to the Fusion entrance. Once inside the school building, children are then divided into their Year Groups and a member of staff take a Year Group and delivers them to their classroom and their class teacher, ensuring that the teacher is aware that they have entered from the inside of the school. Fusion staff take the children to their classroom via the inside and find the safest route- this is often through the hall, but when this is not possible alternative inside routes will be taken, ie via the courtyard.

Any parental communication, written or verbal are handed/relayed to the Class Teacher/TA. Fusion also informs the Class Teacher/ TA if an accident or incident has occurred at Breakfast Club or if Fusion have any particular concerns about a child that day.

Collecting children from school and taking them to Fusion

Both the Infant and Junior registers will already have extra-curricular clubs written on before collection. It is a parent’s duty to notify Fusion if their child/ren is attending an extra-curricular school club, not the schools. Fusion will phone parents will phone if a child is missing, following our ‘**Late lost missing uncollected child Policy**’.

Infant Collection:

A member of staff take the register and work their way through it, starting at Lime class in Reception and all the way round to finish with Oak Class in Year 2. Staff go to each internal classroom door and collect the children from their classroom. They greet them and ask them about their day, tick them off on the register, initial and add the time that they have collected that child. Fusion ask the teacher/TA if there have been any accidents in the classroom. Any accident that happens during Break/Lunch will be documented in the main first aid book, but if the accident has happened in class, then it is documented in the class’s first aid book. Part of our set up procedure is to check for ‘Existing injuries’. The member of staff who has collected the children then direct the children into the hall, where children put their coats and bags away and are greeted by other staff members, ready to be engaged into a range of focused wellbeing activities.

Junior Collection:

Junior children independently make their way from their classroom to the dining room, where they are greeted by Fusion staff. If the dining room is not available then children will be notified to make their way to the alternative location. Either, the children sign themselves in by looking at the digital clock and write the time they arrive at Fusion in the ‘present’ column on the register or an adult will do this for them. They will read the visual timetable/checklist to see what is on offer or what is happening in today’s session. Children then sit down quietly and have a chat about their day, read a book or take part in an organised activity and wait for all children to arrive, before the final register is taken by a member of Fusion staff. For both the Infant and Junior collection, Fusion follow the **Checking the First Aid Books Procedure- Existing Injuries**. The Junior’s will then make their way to the Infant School, following the same route as we use for Breakfast Club.

If any Infant children are at extra-curricular clubs, they will be escorted to Fusion by an Infant Teacher. If any Junior children are at an extra-curricular school run club, Fusion will do a separate pick up at 4:15pm. Children will follow the same procedure about where to meet, signing in and route to follow.

Adopted on:	Last reviewed on:	Reviewed on:	Next review Date:
04.01.12	01.04.18	01.04.19	April 2020
<i>Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and Suitability of Premises, Environment and Equipment. [3.62, 3.64] and Information and Records [3.76].</i>			
Signed and approved:	Fusion Childcare Services		

