# DELIVERING / COLLECTING CHILDREN FROM THEIR CLASS PROCEDURE

**Breakfast Club- Delivering Children to their classrooms.**
All of the children are together playing a game in the hall. 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 and go to their classes at the designated arrival time for each year group and in line with the School's 'soft opening'. Children will go to their class via the inside of the building and WILL NOT leave the building.

**Infant delivery:**
When on a split site- The Infant children are asked to get their belongings. When all of the Junior children are safely in the classroom, 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, 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 takes 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.
If already on the Infant site- Children will go from the hall/dining room and will be escorted by a Fusion staff member to their class and will be handed over to the class teacher or TA.
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 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 goes to each classroom via then internal door, starting at Lime class in Reception and all the way round to finish with Oak Class in Year 2. 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 (for H&S and safeguarding purposes) 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 directs the children into the hall, where they are greeted by other staff and children put their coats and bags in year group boxes and are then 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.

Fusion staff may sign the children in or if children sign themselves sin, they will look 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.

If remaining on the Junior premises, the session starts, but if we are using the Infant premises then we use the same route as we do for Breakfast Club and make our way from the Junior School to the Infant School for the session.

For both the Infant and Junior collection, Fusion follow the **Checking the First Aid Books Procedure- Existing Injuries.**

**Extra-Curricular Clubs:**

If any Infant children are at extra-curricular clubs, they will be escorted to Fusion by the Infant Teacher who is running the club. Fusion staff will sign them in.

If any Junior children are at an extra-curricular school run club, Fusion will do an additional pick up at 4:15pm from the Junior dining room to collect these children. If children are at an extra-curricular club that finishes after 4:15pm, then parents will need to arrange with School staff to bring the Children down to Fusion's entrance in the Infant School. Likewise, if Children are off site, then parents will need to arrange for the children to be returned to Fusion. 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 | 01.04.19 | 01.04.2021 | April 2022 |
| *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].* | | | |
| Signed and approved: | Fusion Childcare Services | | |