

## **Before & After School Policy - School run**

Manager and deputy aware at all times of all children attending before/after school club and which school they attend and times of arrival at school and departure time from school.

Days of attendance to be recorded on a chart located in the office and porter cabin.

Children's days should also be recorded in the Kids club diary to ensure the staff are aware of the children attending on that day however if on the rare occasion this is changed the setting is informed, the message will always be relayed to the manager or deputy and supervisor of the before and after school club also the members of staff who are collecting the children from school.

When departing for their designated school the member of staff will always check with the Manager or deputy which children they are collecting or dropping off.

The member of staff must always take along a mobile phone (nursery mobile) to ensure that they can contact the nursery or we can contact the named staff in case of an emergency i.e., broke down, stuck in traffic or stuck at another school so we can contact the school to inform them we are on our way and also if we need to send another person to collect the children.

All drivers are insured to us their personal cars for business use.

### Named drivers:

Rachel Lambe

Charlotte Ferguson

Amanda Marchese

Claire Gallimore

Victoria Tomlinson

DATE: 2013

REVIEW: 2014