

Dropping Off and Collection Policy of School Aged Children

The MYFRC strive to ensure the safety and wellbeing of all our young people. This policy will be communicated to all parents, guardians and school aged children using our service. This policy is a requirement of the Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018.

Child/Young Person Procedure:

- Due to the constitution of our groups i.e. ages 6 to 19 years, for Breakfast, Lunch, Afterschool and Youth clubs there are a large diverse range of factors that affect our policy regarding dropping off and collection. However we have a strict policy on collection.
- Parents/guardians will be informed of the start and finish times of the weekly groups. Any changes in times will be communicated as soon as possible. MYFRC will only be responsible for Young People during these times.
- MYFRC do not transport children/young people from school to our school age services. All young people at admission with parents/guardians are requested to sign and discuss with staff the method they will use for dropping off and collection while attending MYFRC. Registration will outline if children/young people will walk, be dropped/collected by parents/extended family or attend by bus. Our full registration form will be completed in advance of attending the group and staff will support the completion of this form where needed. We review this practice each term or individually and for outings separate to group time.
- Young people are only permitted to come to the group or leave the group with permission from parents/ guardians and with the people appointed by same. If staff are ever unsure a phone call is made to the parent/guardian. The Young Person will not be permitted to leave until this is verified. All communication regarding collection is documented.
- It is the parents/ guardian/ significant others responsibility as outlined at registration, to ensure young people are dropped or collected as agreed while attending our service. This information will be confirmed on a quarterly bases to ensure it is up-to-date and correct.
- Each young person on arriving and leaving the group each day must sign in and must sign the time they arrived and left at. Staff check this as children arrive and leave and they co-sign that a child is in attendance and again to advise when a child has left the school aged service (see sign in sheet attached).
- Minimum of one staff supervise the Young People when arriving and departing the service.
- If a young person does not attend the group on a day, we request that parents or guardian notify us by 1:00pm on the day of the group, so we can mark the young person absent.
- If a young person does not arrive at group and staff have not received a call /text notifying them then staff will immediately ring the parent/guardian/ assigned contact and make enquiries. This will be logged on our Contact

sheets. In individual cases this may be linked to our child protection policy - Tusla Social Workers.

- If a young person needs to leave during the group, management requests that parents/ significant others must notify staff before or during group and they must also notify on how the young person is being collected i.e. walking, being picked up. Staff can only then ensure these wishes are adhered to. Young person signs out and staff co-signs.
- Young people will be supervised by a minimum of two staff until collection.
- Where punctuality becomes an issue, a meeting will be requested by the MYFRC Manager with parents/guardians etc.
- Where we provide outings or trips which include transportation this will link with our trips/outings policy and MYFRC ensures the relevant insurance cover is in place.

Procedure for unusual circumstances - Late collections, non-collection & person arrives to collect in an unfit state:

- The end time of each group is clearly communicated so, we ask all parents/guardians to collect by this time.
- A minimum of two staff will remain on site with the Young Person while alternative collection is being organised.
- If a young person has not been collected at the end of group, staff will make contact with parents/guardians to clarify how the young person will be collected, when or if they have permission to leave or walk.
- If a parent/guardian cannot collect the Young Person, a staff member will travel in a taxi, at the expense of the parent/guardian. A follow up conversation with parent/guardian will take place to strengthen the plan around collections.
- If a child is not collected, and contact cannot be made with a parent/guardian an emergency contact person will be contacted.
- If we cannot reach an emergency contact, our Child Protection Policy will be implemented. Staff will document all communication.
- If a parent/guardian or nominated person arrives to collect a child/young person in an unfit state, the staff member will attempt to make alternative arrangements through emergency contacts. If the outcome of this results in the welfare of the Young Person being at risk, the DLP will be contacted, as per our Child Protection Policy and a decision will be taken around next steps. This could include linking with Duty Social Work/ Out of Hours and/or An Garda Síochána. Staff will document this and retain the information on file.

Procedure if a non-authorized person arrive to collect:

- A child/young person will not be released to a non-authorized collection, as set per our child/young person registration form.
- If an unauthorised person arrives to collect, a parent/guardian will be contacted immediately. Parent/guardian will be reminded of our procedure.
- Manager/staff will explain our procedures for collection from unauthorised persons to the unauthorised person who has arrived to collect.

- Staff will reassure the child/young person that they are remaining in the service.
- The unauthorised person will be asked to leave our service.
- Child/young people will only be allowed to leave our service with an authorised collection, as set out in our procedure.

This policy will be communicated with parents/guardians, Young People and MYFRC staff.

Review:

This policy will be reviewed every two years by the Manager of the MYFRC.

Signed: _____ **Date:** _____

Review History

- Draft 1, December 2019
- Draft 2, January 2020
- Review, January 2023
- Review, October 2025



Young Person Sign In & Out

Group Name: _____

MYFRC Team Present: _____

Date: _____

Volunteers & Students Present: _____

	Young Persons Name	Signed in By Staff	Time Arrived	Time Left	Collected By	Reason for Arriving Late / Reason for Leaving Early	Action Taken by Staff	Staff Signature
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

