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*“Inspire, Care, Grow”*

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## School Escort Policy & Procedure



Ofsted require you to have a policy which shows how the children will get safely between school and the setting (2.13)

**NB where you use transport (rather than walking) you should describe your policy in terms of this, and take account of additional factors such as supervision on a minibus, seatbelts etc.**

**Who will be responsible for collecting or dropping off the children ? How will the children and others such as teaching staff be able to identify them ? You may wish to think about marketing opportunities here also.**

Escorts will be members of Club staff, or volunteers known to the Club. Club staff will carry a “lollipop” with the club logo on it, be identifiable by their uniform / badges, and by producing their ID cards if requested.

**Where will the children be collected from ? Are there arrangements in place for collecting younger children from their classroom ? Can the school make arrangements for you to collect from one specific location within the building ? How will you be sure you have got all the children ? What if a child does not show up ?**

Children will meet the Club staff in a pre-arranged place, where a register will be taken. Any child not arriving at the designated place, without prior notification, is effectively missing and staff will then follow the “Missing Child Policy”.

**You should consider how you will ensure the health and safety of children and staff during the walk.**

Staff will wear reflective clothing, and the safest and most direct route to the club will be followed

A first aid kit, mobile phone and registration forms for all the children being escorted will be carried.

Children will walk in pairs with an agreed minimum ratio of adult to children.

Children will be grouped together and will not cross any roads unsupervised. Good road safety practice will be encouraged.

How will you ensure all children have arrived safely ?

On arrival at the Club, the group will report to the Club Co-ordinator, and another register taken to ensure safe arrival.

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NO PLAYWORKER IS ALLOWED TO TAKE A CHILD ANYWHERE IN A PRIVATE CAR