

Oldbury Court Out of School Clubs

School Collection Responsibilities

Workers need to:

Carry with them at all times Registrations Forms and Mobile Phone or be aware of who's carrying the mobile phone, (make sure it is charged and switched on).

Children on the workers collection list

If an infant is not in class:

- Check with child's teacher as to the whereabouts of that child e.g.; absent, collected by parent etc. INFORM THE CO-ORDINATOR.

If a junior does not come out to you:

- Phone Co-ordinator to check the master copy.
- Once you have all the other children go into the school to check with the teacher/secretary to see if the child was in school -
 - (1) If the child was absent inform the Co-ordinator.
 - (2) If the child was in school phone the Co-ordinator to inform her of the situation.

If parent/carer wants to collect a child/ren from you after you have collected them:

- You must check that their name is on the registration form and is authorised to collect the child/ren.

If their name is not on the registration form.

- Ring the Co-ordinator for instruction.

If a Child leaves and refuses to return.

- Do not attempt to chase after the child. Your responsibility is to the children waiting with you. Ring the Co-ordinator for emergency assistance.

Important information for all workers.

If you are in any doubt or have any problems ring the Co-ordinator.

All instructions on the registration forms must be followed.

If the number of children attending alters (up or down) you must inform the Co-ordinator.

If you are unsure or do not recognise a person wanting to collect a child from you, ring the Co-ordinator.

Club will support you if you decide to bring a child to club because you are not 100% certain.

Your role at the school is to safely look after the children.

You should not take messages/enquiries which will distract you from doing your job. Refer the person making enquiries to the Club.

If you have to walk to club with a group of children it is your responsibility to ensure that they walk sensibly.

If you have a serious problem DO NOT PANIC help can be with you very quickly.

Vehicles:

You must do a head-count on every trip.
You must not use mobile phones whilst driving.
Ensure all seatbelts are fastened and worn correctly.
Make sure the children do not distract the driver.

Co-ordinator's responsibilities:

- To respond instantly to a workers concerns.
- To check out any concerns that have been passed to them by a worker concerning a child's safety/whereabouts. and to follow it up and act upon it.
- To deal with any situations arising from parent/carers concerned about school collections.

Deputy Co-ordinator:

If the Co-ordinator is absent then the deputy is responsible for the above.

Reviewed:

Signed

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