

Arrival, Collection and Transportation Policy

Purpose

Greater West Childcare is committed to providing a safe environment for children in relation to children arriving at the premises, leaving the premises, whilst in transit to and from school, and on excursions.

1. Arrival & Collection of Children

The authorised collectors must sign their child/ren in & out of the service, upon arrival and collection, in accordance with the authorisations section of this policy and associated procedures

2. Authorisations

- Management will ensure that children are only permitted to leave the premises in accordance with relevant legislation
- Permission from a parent or authorised person must be given in accordance with relevant legislation for:
 - all persons authorised to collect a child from the service
 - transportation of the child by an ambulance service
 - regular transportation of the child
 - excursions

3. Risk assessments

- A risk assessment will be conducted in accordance with relevant legislation for regular transportation and reviewed at least every 12 months
- Risk assessments will be conducted for each individual excursion in accordance with relevant legislation
- Risk assessments will be viewed by all relevant staff members and be available for families at the service

4. Driving company vehicles

- All drivers will be required to complete a driver induction process prior to driving a vehicle with children on board
- Road laws must be obeyed at all times when driving a vehicle
- Drivers should display high standards of safe driving practices
- All drivers must hold the relevant class of license for the vehicle they are driving
- Drivers should consider whether they are in a fit condition for driving and should stand down if they are not well physically, are tired, or emotional
- Drivers must not be under the influence of drugs or alcohol whilst driving a vehicle
- Any person taking prescription drugs that advise them not to drive or operate machinery is prohibited from driving a company vehicle



5. Transportation of children

- Appropriate numbers of Educators will accompany the driver and children in the vehicle in order to provide adequate supervision for the children during transport
- A first aid kit including relevant emergency equipment, an Epi-pen and an asthma puffer will be taken in each vehicle while transporting children
- Any fitted safety restraints must be used correctly during transportation
- Vehicles used for the transportation of children must be kept:
 - registered
 - maintained to ensure a high level of safety standards
 - fitted with seatbelts and child safety restraints as required under relevant legislation

POLICY VERSION AND REVISION INFORMATION

Authorised by

CHAIRMAN (Board of Directors)

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Last review