

JUMPING JACKS

SCHOOL DROP OFF AND COLLECTION POLICY

At Jumping Jacks safeguarding is paramount, especially during handovers with the schools that we work with. Jumping Jacks ensures the highest level of safety for all children during handover's in the mornings and afternoons; all staff follow our stringent procedures during these times. Our procedures rely heavily on effective communication and our close working partnerships with schools and our registered parents.

Partnership with the schools;

- All schools are supplied with a register for the children attending Jumping Jacks at the beginning of each term. This is updated when new children join or leave our club on a permanent basis during the term.
- Allocated school staff ensure that all children on the register are gathered at the end of the school day ready to be handed over to Jumping Jacks staff at the designated meeting points.
- Jumping Jacks staff and school staff confirm the headcount before completing a register to ensure that all children due to attend that day are being handed over.

Jumping Jacks procedure for drop off;

- Jumping Jacks asks that all children are dropped to the club before 8am
- All children attending breakfast club will be marked in on the register by a member of staff on their arrival.
- Jumping Jacks asks parents to ensure that they make staff aware if their child is going to be absent from breakfast club.
- Staff will call a register for each school before leaving the premises to ensure that they have all children for their designated drop off.
- Any children who have not been marked in and who are not accounted for through parent communication will unfortunately not be waited for. Staff

will in their best effort attempt to contact parents, however this is not always possible due to limited time during morning sessions.

- If a child is marked in on the register but is not accounted for, staff must follow the **missing child policy** and must not leave the premises until that child is accounted for.
- When arriving at the school Jumping Jacks staff will ensure that all children are present and supervised walking through the school gates/ school office.

Jumping Jacks procedure for missing children on collection;

- If there is a child not accounted for, Jumping Jacks staff members must first make the school staff handing over aware.
- Jumping Jacks staff must then look at the staff WhatsApp group to check for any updates that may explain why that child is absent.
- If there are no updates, Jumping Jacks staff must use the parents contact lists (which are located in each minibus or in the walking bus bag) to call the parents. (Please answer unknown numbers if it is around school pick up times)
- If the child's parents do not answer then staff must contact the manager of Jumping Jacks for further instructions.
- Under no circumstances should a member of Jumping Jacks staff leave the school site until all children are accounted for or they are instructed by the manager of Jumping Jacks to leave the school site.

Partnership with the parents;

- Jumping Jacks must emphasise the importance of communication between parents and the club to ensure that no child is ever unaccounted for.
- Parents are responsible for informing their school which days their children will be attending Jumping Jacks.
- Parents are responsible for informing their school if their child has been booked in with Jumping Jacks as an ad hoc booking that day.

- Parents are responsible for informing Jumping Jacks if their child will **NOT** be attending the club on any given day they are due to. Parents may use the parent WhatsApp group, email or the Jumping Jacks direct line to contact the club and make a notification. Notifications from parents are preferred on the day.
- Parents are responsible for informing the club if their child has been sent home early from school.
- Parents are responsible for informing Jumping Jacks if a friend or relative is collecting their child from the club prior to collection.

It is absolutely imperative that parents inform us if their child is not attending on any given day. Failure to do so means that many children are left waiting on busses or worse, in bad weather while staff attempt to obtain confirmation from parents. This wasted time can sometimes accumulate to over two hours per month for an individual child. It also delays additional handovers and has an effect on the entire session at Jumping Jacks with planned activities and meal times being delayed to accommodate the late arrivals. Staff can not leave school sites until every single child has been accounted for and that can only be done via direct communication from parents.

This policy was adopted by: Charmaine Johnson	Date: October 2024
To be reviewed: October 2025	Signed:

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information for parents and carers [3.72]