**Drop Off & Collection Policy for Dunhill N.S. BASC**

**Policy statement**

Children’s safety is a high priority during the drop off and collection periods.  To ensure that the children are safe, Dunhill N.S. BASC staff use the following procedures.

This policy is available to Parents on the School Website, at the BASC and will be communicated to all parents, guardians and school age children.

**Procedures**

* Parents are requested to drop off and collect their children at the BASC and to hand over to the BASC staff members directly.
* The BASC staff member supervises this drop off and collection.
* A member of staff will collect the 2pm infants from outside their class from the class teacher as they leave the main school building.
* The pupils attending the BASC will leave their classrooms and proceed to the BASC at 3pm. A teacher will supervise the yard and the BASC staff member will keep an eye on their progress from the BASC door/railing area.

• The BASC Leader or nominated member of staff will sign each child in and out of their session using the register.

• Parents must inform staff as to who is collecting their child if they are not doing so themselves.

• Staff will ensure that children will only leave the BASC with an authorised adult from the authorised list that the parent has furnished the BASC.

* Children will be collected from the BASC unit or the main School building. The BASC staff member on duty will be informed that the pupil is being collected and the Parent/carer will sign the pupil out.
* Children will not be released to any unauthorised person.

• Children remain the responsibility of the parent/carer during drop off and collection times

* In an emergency if parents are unable to collect their child and need to ask someone that is not on the registration form they must telephone the school or BASC Leader and inform staff as to the identity of the person that will be collecting their child.
* Once the pupils are handed over to the BASC staff member they are insured once it occurs on the School Grounds.
* In the event that a child is not collected within 30 minutes of the appointed time, the BASC employee will
* Reassure the child that parents/cares are on their way in the event of them being delayed
* Never release a child from their care to someone who is not authorised to collect the child
* Contact the Parents or Persons identified to collect the child using the child’s information and contact records and arrange collection of the child.
* Record the late collection in the record book
* When the child is collected he/she will need to be signed out and the time noted

If a child is not collected or if a parent or nominated person is in an unfit state to collect the child then the parent or another nominated person will be contacted to collect the child where possible. In the event that a parent/nominated person cannot collect the child then the school Principal or Mrs Hally

(who are both authorised, vetted and insured through the Board of Management of the school to drop pupils home) will drop the child home or to a place designated by the parent/nominated person.