

Seirbhís Iarscoil Dropping-Off and Collection of School Aged Children

Comharchumann Forbartha an Leith Triúigh have updated their policies regarding the operation of the Afterschool Service. The following Dropping-Off and Collection of School Aged Children Policy is available for review on our website www.cflt.ie and at Halla le Chéile.

Supervision during collection times and drop off

During collection and drop off times, each child is under the direct supervision of a competent staff member, until it is ensured that the child leaves the premises in the care of their parent/guardian or a person nominated by their parent/guardian.

- Each child being brought the Seirbhís Iarscoil by their parents/ guardians, the child must be handed over by a parent inside Halla Le Chéile.
- Each child being brought the Seirbhís Iarscoil by the Bus Éireann Service, the child will be collected from the bus by a member of the afterschool service.
- When Children arrive using a parents carpool system, it is the responsibly of the parent in charge to hand the Children over by a parent inside Halla Le Chéile.
- Once the Child comes into the care of the Afterschool service they will be covered under the Afterschool insurance policy.

Procedure for when an authorised and non-authorised person collect children

- No one will be permitted to collect children or child from the Afterschool service expect the person/s named on the enrolment form.
- In case of emergency where none of the people delegated to collect the child are available. The child's parent/guardian must inform the Afterschool service beforehand in the morning or on the phone and give details of the newly delegated person and that person's name must be recorded by the Afterschool service. If there is no written record by a staff member or a parent/guardian as to alternative arrangements for the child leaving the service, **nobody but the parent/guardian or a previously authorised person known to the service** will be given access to the child
- If a discrepancy arises about who the child is to leave the service with, a staff must consult the manager and contact a parent/guardian. In these situations all children must remain on the premises until parents/guardians have been notified.

When the person who is to take the child out of the service does not arrive

- Parents/guardians are informed that if they are not able to collect their child as planned, they must inform the appropriate staff member. Parents are provided with our contact number to phone.
- Parents/guardians are informed of our procedures so that, if they or their nominated carer are unavoidably delayed, they will be reassured that their child will be properly cared for.
- In a situation where a parent or carer has not arrived for the child at close to normal time, or prior to 6pm following is the procedure:

- Two staff members are to remain at service with the child/ren until the situation has been resolved. [In the case of a childminder or sole provider the same requirements as during the normal day would apply.] A parent/guardian is to be contacted via information on the *enrolment* form to establish a time for them to get to the service.
- If unsuccessful in contacting a parent/guardian, notify the manager.
- After 1 hour, staff members are to choose the best-suited option:
 - Remain at the Service– continuing to try to contact a parent/guardian.
 - Ring the emergency contact of the child/guradian and after consultation with them, arrange for the child/ren to become the responsibility of [*name a designated person*].
- Under no circumstances are staff members to go to look for the parent/guardian or to take the child home with them.
- A full written report of the incident is to be recorded
- Ensure that the parents are aware of session ending times and ask them for their co-operation.

Parents/guardians/carers who arrive for children in an 'unfit state'

It may happen that a person arrives for a child in an 'unfit state' due to illness, drugs or alcohol. Where the condition is severe, it may be quite distressing for staff members who have concerns for the child's safety and/or wellbeing.

The Children First Act 2015, Article 10 requires that a provider of a relevant service shall ensure, as far as practicable, that each child availing of the service from the provider is safe from harm while availing of that service. In this regard we will always act in the child's best interests. In the case of a nominated carer who is not a guardian, the parent/guardian should be contacted immediately.

In the case of a parent/guardian being in an unfit state, the following measures may be adopted where appropriate:

1. Attempt to get the parent/guardian to take some time before they leave with the child, for example invite them to sit down for a cup of tea/coffee and talk with a staff member.
2. Offer to contact a family member or friend, or the person(s) listed as the child's emergency contact person on their enrolment form.

If the parent/guardian rejects the above suggestions and insists on taking the child, the service will follow their Child Safeguarding Procedures by contacting an Garda Síochána where there is a perceived risk to the child for example through negligent driving or the person's inability to appropriately supervise the child on the way home.

Procedure if an unauthorised or unknown person attempts to remove a child from the service

- If an unauthorised or unknown person tries to take a child from the service, stay calm, and ask for the person's identification

- Emphasise the rules and procedures you are obliged to follow whenever you allow a child to leave the service.
- If possible, give the person a copy of your policies to show that these rules apply to everyone, including grandparents, siblings, other relatives, neighbours and family friends.
- Explain that because you are legally bound to follow the instructions of the person with legal guardianship and you cannot allow the child to leave unless you have that person's personal or written authorisation.
- If a person (even a child's parent or parent's partner) is not a guardian and does not have legal custody and is not otherwise authorised by the person who has legal custody, a child should not be released to the unauthorised person.
- If the unauthorised or unknown person insists, telephone the parent/guardian who has legal custody and inform them of the situation.
- If you feel that the situation is getting out of control or if the person threatens you or the children in your care in any way, do not hesitate to call An Garda Síochána.

Children will be brought to and collected to the Afterschool service at the opening and closing times of the afterschool's service