1. **Policy for escorting children to/from School**

Aim

Jollytots aims to ensure that all children are escorted to and from school safely as requested by

parents and as recorded on the nursery’s daily register.

Method – Walking

In order to achieve our aim staff will use the following guidance.

When there are five children or less, one adult will escort the children to or from school. If there are between five and ten children, two adults will walk with the children. A minimum 5:1 ratio is maintained.

All staff will wear a purple jollytots jacket or our purple T shirt with the Jollytots/Kids R Cool logo when walking to and from School premises.

The children will be encouraged to walk in pairs and where there are two staff members one member of staff will lead the group of children with the other adult at the back.

The whole group will stay together at all times. Should there be any need to split while crossing the road then the rest of the party will wait at a convenient point until the group re-gathers. Where possible, staff will walk on the roadside and children on the inside.

Method – vehicle pickup

Jollytots picks up children with either Jollytots/Kids R Cool staff using their own car or a reputable taxi firm with vetted drivers.

When using a taxi, children are accompanied at all times by a member of staff going to/or coming back from school. Children are never permitted to travel without a member of staff in a taxi.

Where Jollytots staff use their own car for school pickup, the driver will have at least 2 years driving experience on a full licence. The manager ensures that the driver holds business insurance to carry passengers and that where appropriate a vehicle test certificate is in place. The staff member is required to properly maintain their vehicle and must make a daily visual inspection for defects. Tyre pressures should be checked weekly

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General instructions

Staff must ensure that children are in an appropriate seat and seat belts are used.

Children should get into and alight the vehicle from the footpath and not into the road. When in car parks special care must be taken to ensure children cannot walk in front of other moving vehicles.

Staff will hold a mobile phone to contact the main nursery site for support or advice in an emergency.