



Drop Off & Collection Policy

At PMACTIVE safety is a high priority during the busy drop off and collection periods. We are happy to facilitate young people arriving and leaving on their own, when appropriate for their age and or ability. We have a Walk home alone form that will need to be completed prior to the child being able to leave by themselves.

To ensure that all children are kept safe staff will use the following procedures:

DROP OFF PROCEDURES:

Parents are to enter via the main front entrance where a member of staff will sign each young person into their session using the register. All young people will be marked on the register by indicating the time of arrival. At least 1 member of staff will stand at the entrance to check the young people in and out.

COLLECTION PROCEDURE:

If you would like to collect your young person at a different time (either earlier or later) please, try to let us know beforehand. If you are delayed for whatever reason, please contact us, and let us know when you are expected to arrive.

If you would like your young person to be collected by anyone else, you need to let us know either verbally on drop off or by writing (text or email) in advance. If at any time we are unsure, we may refuse to release until we are satisfied that we have had confirmation from you over the identity of the person.

Parents are to enter via the main front entrance when a member of staff opens the door. Staff will ensure that young people will only leave with an authorised adult. Staff always let parents in and out of the setting for the safety of the young people in the premises. The manager or nominated member of staff will sign each person out of their session using the register.

Young people remain the responsibility of the parent/carer during drop off and collection times. If a young person fails to be collected, as expected and we are unable to contact you, we will report to the local social services and seek advice.