



Drop-Off and Collection Policy

1. Policy Statement

The Afterschool Service is committed to ensuring the safe arrival, supervision & collection of all school age children attending the service. Clear procedures are in place to ensure children are transferred safely between school, the service & home/bus. This Drop-Off and Collection Policy is available to and will be communicated to all parents, guardians and school age children, and will be implemented by all staff and volunteers working in the service.

The policy aims to ensure children are safely received into the service, ensure children are only released to authorised persons, provide clear procedures for staff during arrival and collection times, and always maintain appropriate supervision and accountability for children.

2. Arrival to the Afterschool Service

Children attending the Afterschool Service are already present within the school premises during the school day. The children transition at the end of the school day from their classrooms to the designated Afterschool room within the school building. This transition will occur by children being escorted by their classroom teacher or school staff.

Afterschool staff ensure that a register of children expected to attend the service is checked daily. Children are accounted for upon arrival in the Afterschool room. If a child who is expected to attend does not arrive, staff will follow up with the school and/or parent or guardian immediately.

Staff ensure children move safely through the school building and enter the Afterschool room in an orderly manner. Once children arrive at the Afterschool room, they are signed into the Afterschool attendance register and come under the supervision of Afterschool staff, see 'Attendance Record' in the Data Recording Logbook.

Newtownwhite Educate Together NS

Ballysakeery,
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F26 TP63

Tel: 096 32728 / 086 7933559

Roll Number: 09040K

Email: info@newtownwhiteetns.com

Website: www.newtownwhiteetns.com



3. Supervision During Arrival and Collection

Children are always supervised when moving from their classroom to the Afterschool room, while attending the service, and during collection from the service. Staff maintain direct supervision of children entering and leaving the Afterschool room. Access to the room and the collection area is monitored during collection times. Children are not permitted to leave the service unless they have been collected by an authorised person.

A daily attendance register records the arrival time, departure time, the name of the person collecting the child, and where required, staff confirmation of collection.

4. Authorised Collection Persons

Parents or guardians must provide the service with a list of authorised persons who are permitted to collect their child from the Afterschool Service.

The following information must be provided for each authorised person and can be recorded in the registration document or passed to the school and afterschool through a message through the Aladdin platform:

- Full name
- Relationship to the child
- Contact phone number

Parents or guardians must notify the service in advance if someone different will be collecting their child. Staff may request photo identification from individuals they are unfamiliar with.

Children will not be released to any person who is not listed as an authorised collector unless prior permission has been given by the parent or guardian.

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5. Procedure if a Non-Authorised Person Arrives

If a person arrives to collect a child and they are not listed as an authorised collector, staff will inform the individual that they are not authorised to collect the child. Staff will contact the parent or guardian to confirm whether the person may collect the child. The child will remain in the service until authorisation has been confirmed.

If authorisation cannot be verified, the child will not be released.

The safety and wellbeing of the child will always be the priority.

6. Late Collection

Parents and guardians are expected to collect their child at or before the closing time of the Afterschool Service.

If a parent or guardian is delayed, they should contact the service as soon as possible to inform staff. Staff will continue to supervise and support the child until they are collected.

If late collection occurs on a regular basis, the service may review the childcare arrangement with the parent or guardian.

7. Procedure if a Child is Not Collected

If a child has not been collected and the parent or guardian has not made contact, staff will attempt to contact the parent or guardian using the contact details provided.

If contact cannot be made, staff will attempt to contact the authorised emergency contacts listed on the child's registration form.

The Service Manager will be informed if the situation cannot be resolved. If necessary, appropriate authorities may be contacted in line with safeguarding procedures.

The child will always remain supervised while waiting to be collected.

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8. Unfit Person Arriving to Collect a Child

If a parent, guardian, or authorised person arrives to collect a child & appears to be unfit to safely care for the child due to intoxication, substance misuse, or other impairment, staff will express concern for the safety of the child. Staff will attempt to contact another authorised person to collect the child. If staff believe that releasing the child may place them at risk, the child will remain in the service until safe collection arrangements can be made. If necessary, the Service Manager may seek further advice or contact the appropriate authorities to ensure the child's safety.

9. Record Keeping

The service maintains records including the child attendance register, authorised collection information, incident records relating to collection issues, and any relevant transport or collection arrangements. All records are maintained in accordance with the service's confidentiality and data protection policies.

10. Review of Policy

This policy will be reviewed annually or earlier if required due to changes in legislation, Tusla guidance, or service practice. Parents, guardians, staff and school age children will be informed of any updates to this policy.

Date Adopted: 7th September 2026

Review Date: 1st September 2028

Signed:

A handwritten signature in black ink that reads "Tracey Jones". The signature is written in a cursive style with a large, looped 'T' and 'J'.

Tracey Jones - Manager / Service Provider
Acting Principal of Newtownwhite ETNS