



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Taking and Collecting Children to and from Purfleet Primary Academy

Policy Statement

We prioritize the health, safety, and well-being of all children during transportation to and from Purfleet Primary Academy. Through rigorous risk assessments, safeguarding procedures, and careful supervision, we ensure a secure environment that fosters their development.

Procedures

Parental Communication & Authorization

Parents must formally request transportation services, ensuring prior introduction between the child and the designated staff.

A secure password system is established between parents, the provision, and the school for authorized pickups.

Parents complete a detailed Child Information Form, including:

- Child's full name and date of birth
- Emergency contact details
- Allergies, medical conditions, and dietary requirements
- Permission for medical intervention if necessary

Parents must notify the school that The Butterfly Rooms (Incorporating Woodlands) Ltd will be collecting their child.

Staffing & Supervision

The adult-to-child ratio is strictly maintained at all times during transportation.

At least one accompanying staff member must hold a Level 3 or higher qualification in childcare.

At least one accompanying staff member must hold a valid Paediatric First Aid (PFA) certificate.

Children are continuously supervised upon arrival at the provision, participating in age-appropriate indoor and outdoor activities.

Safety Measures & Risk Assessments

A daily risk assessment is conducted, addressing potential hazards and ensuring safe transport.

A digital attendance system may be used for secure tracking of pickups and drop-offs.

AI-assisted risk evaluation tools can be considered to proactively identify risks, with human oversight and accountability.

Transport-specific safeguarding procedures are in place, including protocols for delays, distress, and emergency contact.

Record Keeping

All records including attendance logs, risk assessments, and parental authorizations are securely stored and retained for a minimum of 3 years, in accordance with EYFS 2025 regulations.

Child Well-being & Inclusion

Children receive individual attention from designated staff members.

Emotional well-being support is integrated, ensuring smooth transitions between school and the childcare setting.

Dietary needs are meticulously followed for children staying for tea.

This policy was adopted by

The Butterfly Rooms Ltd

On

7th July 2025

Date to be reviewed

7th July 2026

Signed on behalf of the Management
committee



Name of signatory

Miss Aimee Thompson