



The Butterfly Rooms (Incorporating Woodlands) LTD

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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

The Butterfly Rooms Ltd (Incorporating Woodlands) is committed to ensuring the safe collection, transportation, supervision, and welfare of all children travelling between Purfleet Primary Academy and the setting.

We recognise our duty under the Early Years Foundation Stage (EYFS) Statutory Framework and safeguarding legislation to protect children from harm and always promote their welfare. Robust collection, attendance, supervision, safeguarding, and risk management procedures are implemented to ensure children remain safe, secure, and accounted for throughout the transition between school and the setting.

Procedures

Parental Communication and Authorisation

Parents/carers wishing their child to be collected from Purfleet Primary Academy by The Butterfly Rooms Ltd must complete and sign all relevant consent forms before the service begins.

Parents/carers must:

- Provide written permission authorising The Butterfly Rooms Ltd to collect their child.
- Inform Purfleet Primary Academy that The Butterfly Rooms Ltd has permission to collect their child.

Complete a Child Information Form containing:

- Child's full name and date of birth
- Parent/carer contact details
- At least two emergency contacts (where possible)
- Details of any medical conditions, allergies, or additional needs
- Dietary requirements
- Consent for emergency medical treatment where parents/carers cannot be contacted
- Notify the setting immediately of any changes to contact details, medical information, or collection arrangements.

- A secure password system will be established between parents/carers, the provision, and the school where required to verify authorised collections and maintain children's safety.

Staffing and Supervision

The Butterfly Rooms Ltd will ensure sufficient, suitable, and competent staff are deployed to always maintain children's safety and wellbeing.

Required adult-to-child ratios will be maintained throughout the collection process and upon return to the setting.

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

All staff involved in collection arrangements will have completed safeguarding training and undergone appropriate recruitment, suitability, and DBS checks.

Children will remain under direct supervision throughout the journey and upon arrival at the setting.

Children will participate in age-appropriate indoor and outdoor activities following arrival at the provision.

Collection Procedure

Staff collecting children will:

- Arrive at the agreed collection point on time.
- Identify and register each child before leaving school premises.
- Conduct a headcount prior to departure.
- Escort children safely to the setting using the agreed route.
- Conduct further headcounts during the journey where necessary and upon arrival.
- Record children's arrival using the setting's attendance system.
- Children will never be left unsupervised during collection or transportation.

Attendance and Unexpected Absence

An accurate register will be maintained of all children expected to attend the setting following collection from Purfleet Primary Academy.

If a child expected for collection is absent or cannot be located, staff will immediately:

- Check with school staff.
- Contact the parent/carer.
- Contact emergency contacts where required.
- Follow the setting's Safeguarding Policy and Missing Child Procedure.
- All actions taken will be recorded. Unexplained or prolonged absences will be followed up promptly in accordance with EYFS safeguarding requirements.

Safeguarding

The Designated Safeguarding Lead (DSL) has overall responsibility for ensuring this procedure is implemented safely and effectively.

Staff will:

- Remain vigilant to safeguarding concerns at all times.
- Follow the setting's Safeguarding and Child Protection Policy.
- Report any concerns immediately to the DSL.
- Record safeguarding concerns appropriately and confidentially.
- Follow local safeguarding partnership procedures where concerns arise.
- Any safeguarding incident, allegation, disclosure, injury, accident, or welfare concern will be managed in accordance with statutory requirements and the setting's safeguarding procedures.

Safety Measures and Risk Assessments

A written risk assessment will be maintained and reviewed regularly, and whenever circumstances change.

Risk assessments will consider:

- Collection routes and road crossings.
- Staffing arrangements.
- Children's individual needs.
- Medical requirements.
- Environmental hazards.
- Weather conditions.
- Emergency arrangements.
- Collection and handover procedures.
- Staff will carry out daily dynamic risk assessments to respond to changing circumstances such as traffic, roadworks, severe weather, or unforeseen hazards.
- A digital attendance system may be used to support the safe monitoring and tracking of children's attendance.
- AI-assisted risk assessment tools may be used to support risk management processes; however, professional judgement, safeguarding responsibilities, and decision-making will always remain with appropriately trained staff.

Emergency Procedures

Staff collecting children will have access to:

- Emergency contact details.
- A charged mobile telephone.
- Relevant medical information.
- Any required medication.
- Appropriate first aid resources.

In the event of:

Accident or Illness

First aid will be administered by a qualified member of staff.

Parents/carers will be informed as soon as reasonably practicable.

Emergency medical assistance will be sought where necessary.

Delayed Collection

School staff will be informed immediately.

Parents/carers will be contacted where appropriate.

Alternative arrangements will only be implemented if authorised and safe to do so.

Missing Child

The setting's Missing Child Procedure will be followed immediately.

Relevant agencies will be contacted where required.

Safeguarding Concern

Staff will follow the setting's Safeguarding and Child Protection Policy without delay.

Child Wellbeing and Inclusion

The Butterfly Rooms Ltd is committed to promoting children's emotional wellbeing and enabling smooth transitions between school and the childcare environment.

Children will:

- Receive individual support from designated staff.
- Be encouraged to express their views and feelings.
- Be supported according to their individual needs.
- Have their medical, dietary, cultural, and additional needs respected and accommodated.
- Children remaining for tea will receive food and drinks in accordance with their dietary requirements and parental preferences.

Record Keeping and Confidentiality

The Butterfly Rooms Ltd will maintain accurate records relating to:

- Attendance registers.
- Collection permissions.
- Emergency contact information.
- Risk assessments.
- Accidents and incidents.
- Safeguarding concerns.
- Medical information and consent forms.

All records will be stored securely and processed in accordance with UK GDPR and Data Protection legislation.

Records will be retained in accordance with statutory requirements, local authority guidance, and the setting's Data Retention Policy

This policy was adopted by

The Butterfly Rooms Ltd

On

24th July 2026

Date to be reviewed

24th July 2027

Signed on behalf of the Management
committee

Name of signatory

Miss Aimee Thompson
