



Cherry Kids' Club
Registered Charity Number 1064757

Procedure for Collectors

These guidelines are set out to help you and to protect the children in your care.

1. A list of children to be collected each day will be distributed at the beginning of each half term. A list will be given to each walker or collector and to each school. Any changes for the following week will be given out on Fridays. Occasionally, it may be necessary to phone updated information on a daily basis.
2. Walkers should have identification badges with them at all times.
3. Walkers and collectors should arrive to collect the children at least five minutes before the end of school.
4. Children should be assembled at the meeting point at each school before setting off. The meeting point is usually by the school office. Walkers should note anything that has been reported by a teacher concerning the child (*e.g.* illness, bad day *etc.*).
5. If there is a child missing from the group who is on the list, collectors should check with school staff before assuming the child is absent from school. Similarly, if there is an extra child, collectors should check with the list held by the school. If there is any confusion or doubt, collectors should call the Kids' Club co-ordinator (07778 300323) before leaving the school.
6. Children should never be left unattended.
7. There is a strict non-smoking policy for collectors and walkers. This should be adhered to until children are inside Kids' Club premises and collectors and walkers are no longer on school grounds.
8. Children should walk in pairs, in an orderly fashion. A walker should lead from the front, with another at the rear. If there is an extra walker he/she should be positioned in the middle of the group. Children should not be allowed to run off ahead or be out of sight at any time.
9. Children should not ride bicycles or wheeled toys from school to Kids' Club.
10. Year 2 children should be encouraged to be the 'leaders' of the group, being given the responsibility of showing the younger children what to do.
11. On arrival at Kids' Club the collector should inform the co-ordinator of the children they have delivered, and report any concerns/problems and pass on any information from teachers.
12. In the unfortunate case of a child being left at their school, or if there are any other problems, the co-ordinator should inform the parents at the first available opportunity and the committee chairperson.
13. We thank you for the work that you do; if you are unsure of any aspect of your work, please speak to the co-ordinator.

SIGNED:.....

NAME: (Chair of the Management Committee)

DATE: