

51 Collecting and taking children to and from schools and other settings.

We at Sticky Fingers are able to take or pick up children to/from schools or other settings up to the age of eight years old.

We currently correspond with:

St. Breock Primary School (Beacons)
Wadebridge County Primary School
Little Bridges Pre-School

We obtain written consent from the parents allowing us to transport their children when needed. This information is kept in each child's personal and private file.

The schools and settings are aware of which staff member is transporting those children each day with any changes being immediately reported to them. The manager of Sticky Fingers will ensure this.

The management have copies of all relevant insurance details, MOT and driving licences of any staff participating in school runs. These can be found in the filing cabinet marked 'motor vehicle insurance documents'.

Staff will have mobile phones with them at all times while they are off the premises to ensure they can be contacted or can contact someone as and when necessary.

A first aid kit will be present in all vehicles involved in school pick-ups and drop-offs.

In the event of an emergency, the nursery will be contacted. All relevant details will be placed visibly inside the vehicle and the drop off/collection site will always be informed of times and names of children involved.

List of Named Drivers and Vehicle Information

<u>Name</u>	<u>Vehicle Registration</u>	<u>Driving Licence Number</u>	<u>MOT Number & Renewal Date</u>	<u>Insurance Policy Number & Exp. Date</u>	<u>Insurance Provider</u>
These are available within Sticky Fingers Day Care Nursery					