

Mistley Kids Club

Transporting of Children Travel Policy

School Collection and Safe Delivery to Mistley Kids Club and home.

This policy is regarding school collections and safe delivery of children attending Mistley Kids Club from all schools and (home if prior arrangement has been made). In line with this, all staff members who pick up children in the EYFS age are pediatric first aid qualified. All cars will carry our new poster with our Club name and phone number in case of an emergency and help is required. The office manager will always hold a register of what staff member picks up which children and from which schools.

Authorization

We require authorization by all Parents/Guardians for the collection of children from relevant schools. We have a consent form included with this pack to be completed before any collection takes place. This is an agreement between the Parent/Guardian, taxi company, volunteer drivers and ourselves.

Identification

All drivers that pick up from Lawford and Highfields School will have been introduced to members of staff from these schools. The taxi service we use is Riverside Taxis. The members of the taxi service are DBS checked (for their licenses) and are reliable and consistent. We also use Harwich Connexions Minibus with one of our own staff members as a chaperone for the children.

If we are using volunteers and staff to pick up your child/children, then we will identify ourselves with I.D. at the reception of the school until it is no longer required. The manager will contact all schools with regards to pick up of the children if there is a new volunteer driver. All drivers are DBS checked.

Cancellations

Any cancellations must be made through Mistley Kids Club by ringing 07809 176252. If cancellations are required, this must be done by 10am or the full taxi charge will still be applicable. We must insist that you do this as it causes problems for the Kid's Club taxi when children are not waiting for pickup. This delays the taxi and causes much worry and concern. If in the event of this happening, we refer to our missing child procedure and follow guidelines.

Collections by Mistley Kids Club Staff

If your child is going to be absent, please phone kids club by 10am so we can re-arrange our pickups for local schools such as Ardleigh, Bradfield, Great Bromley, Wix, Dedham, Tendring Primary, Mistley, Lexden Springs and Market Fields, Gt Oakley and Shorefields, Highfields and Lawford.

We have designated members of staff to pick up your child/children from the above schools, rather than using taxi firms. All staff are fully insured with business insurance and have a current MOT and have booster seats when required.

Road Safety

The Children are dropped off outside the Kids Club building and are escorted into the building, where they are met and signed into the club.

Children walking to the club are met and escorted from the school reception by a Play Worker to the Club. We have a national ratio of 1:5 for walking children.

Private arrangement for drop off

If your child/children attend a school where your own private taxi drops them at Kids Club, please ensure that the escort always brings them into Kids Club and leaves them with a play worker. We do not accept any responsibility for your child until they are in our care and have been signed in by a member of our staff.

After School Clubs

If your child/children attend after school clubs and you require a taxi to transport your child to Kids Club, then this is the responsibility of you (the parent/carer) to ensure that your child arrives at Kids Club. At times, we may be able to arrange pick-ups from after school activities for your child/children for a small charge, this will need to be arranged with the manager.

Solo Child Pick Up

If a solo child is picked up from school or any after school clubs, this child must sit in the back when travelling to Kids Club.

Chaperone

In some cases, an additional member of staff may need to accompany the driver on a pickup if a child travelling has a high chance of becoming dysregulated on the journey. A risk assessment will be made to determine this, and the parent of the child will be notified that a 2nd member of staff is required for the journey to Kids Club.

If your child is in care and under the age of 14 then they are required to always sit in the back of the car.

The safety and well being of your child/children is paramount always.

Updated February 2026