

Guidance on Collecting children on coaches etc

Some activities that are held during the summer holidays are reliant on those children and young people attending the activities being collected and dropped off before and after the programme or activity. For this to happen, it is reliant on collecting information and having the following arrangements in place:

- relevant consent forms, with contact details;
- specific pick up and drop off points and times;
- arrangements for what happens if a child or young person doesn't show up at the pick up time;
- arrangements for the children to be collected from the coach at the end of each day;
- some children or young people may be able to walk home from the drop off point and this needs to be noted within the consent forms;
- a central location needs to be arranged as the collection / drop off point; OR
- a route needs to be worked out with the coach company if the young people are being collected from their home addresses;
- a member of staff from the activity or programme will need to accompany the children on the coach at all times. This person will need to be CRB checked.

Parents will need a set of guidelines regarding exactly what will happen if their children do not show up to be collected, how long the coach will wait etc, or how many times the member of staff will knock on their door if no one answers at the appropriate time of collection.

Many coach companies within Wigan Borough are used to such arrangements and are very accommodating once you specify exactly what you require.

E.G.

Grayway – 01942 235586 / 01942 243165 – www.grayway.co.uk

Kenmore Coaches – 01257 422669

Wigan Coachways – 01257 427999 – www.wigancoachways.com

It is also possible to use the coach company that the school uses for their trips as a first point of contact.