



John Scottus Pre-School

External Delivery Policy

This policy will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

Child Care Act 1991 (Early Years Services) Regulations 2016 ([Síolta Standard 2: Environments](#), [Síolta Standard 9: Health and Welfare](#)) ([National Standard 12: Health Care](#), [National Standard 20: Safety](#))

Document Title:	External Delivery Policy
Revision Number:	1
Document Author:	John Scottus Pre-School
Document Approved:	Board of Management
Date the Document is Effective From:	August 2020
Scheduled Review Date:	June 2021
Number of Pages:	2

Statement of Intent:

It is our policy to limit the number of external people who enter our premises at this time to ensure the safety and health of our children and staff.

Policy and Procedure:

- External deliveries are limited
- Where possible external delivery persons will not enter the premises

- Where it is absolutely necessary for external delivery persons to enter the premises external delivery persons must:
 - sanitise their hands using sanitiser provided before entry
 - wear a face covering while on the premises
 - remain on the premises for the least amount of time possible and less than 10 minutes

External Deliveries

The following regular external deliveries are accepted:

1. Little Dinners (<https://www.littledinners.ie/>)
2. Grocery Delivery
3. Viking (<https://www.vikingdirect.ie/>)

Little Dinners

- Little Dinners deliver refrigerated meals every four days
- Little Dinners are given access to the premises through a separate entrance
- This entrance provides direct entrance to the refrigeration area
- Little Dinners place the dinners directly into the fridge and take away the used crates
- Little Dinners delivery persons must sanitise their hands before entering and wear a mask for their duration on the premises

Grocery delivery

- A grocery delivery occurs twice a week
- The grocery delivery person is given access to the premises through a separate entrance
- The groceries are left directly inside the entrance
- The classroom assistant places any perishable groceries in the fridge
- The catering assistant unpacks and stores the remainder of the groceries
- The grocery delivery person must sanitise their hands before entering and wear a mask for their duration on the premises

Viking delivery

- A Viking delivery occurs once every half term with cleaning supplies
- The Viking delivery person is given access to the premises through a separate entrance
- The Viking delivery is left directly inside the entrance
- The classroom assistant unpacks and stores the Viking delivery
- The Viking delivery person must sanitise their hands before entering and wear a mask for their duration on the premises