

# SS PETER AND PAUL CATHOLIC PRIMARY SCHOOL

## Safe Collection of Children Policy



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### Mission Statement

With Jesus as our guide, we learn, pray and live together, in a safe and happy way.

## Prevention:

Every effort is made to ensure the safety of the pupils whilst they are in the school's care. To prevent a child going missing all children are registered twice a day, at the start of the school day and after lunch. The completed registers are returned to the School Office so that they can follow up any absences and call parents.

When there is a trip away from the school premises then it is the responsibility of the staff who are organising the trip to ensure that a regular register is taken or head count made, this will depend on the nature of the trip, the mode of transport used and the location of the trip.

The children are supervised at all times, whether in the classrooms before school starts, during break time, meal times, PE lessons, and after school clubs. At the end of the school day or after activities, the Foundation Stage children are only allowed to leave the school premises if their parent or an adult approved by their parents has come to collect them at one of the EYFS doors. (Approved adults are agreed with staff beforehand and should supply information such as an agreed password)

Children in Year 1 to Year 6 are handed over to parents on the school playground.

Children in Years 5-6 are only allowed to leave the school premises alone if permission has been given by the adult responsible for their care.

If no approved adult is there at normal pick up time, the child will be supervised and every effort will be made to contact the responsible adult.

If an hour passes and no responsible adult can be contacted, the police will be called for advice.

In the event that a responsible adult cannot pick up their child and is sending someone else, then they must telephone school and provide details as to who will be picking up their child.

If a parent wishes another adult to collect their child on a regular basis they will need to complete a relevant form available from the school office.

There will be a £6 charge per child for every 15 minutes that the children have not been collected from the Nursery or Kids' Club at the end of their session.

Children not collected by 3:30pm after school will be placed into the Afterschool Club and parents **WILL** incur a charge.

When a child is collected from school during the school day whether due to illness or a prearranged appointment, they must ALWAYS be collected from the School Office so that a note may be made in the register to record the fact that they are no longer on the premises.

Pupils are not allowed to leave the school premises on their own during the course of the school day.

### **After School club procedures**

A register is sent to individual classes every morning to inform staff of those children attending after school club(ASC).

If a parent rings to place their child in ASC during the day they are added to the official register and teachers are notified by a telephone message slip.

At the end of the day (3.10pm) an ASC staff member collects children from the playground and escorts them to the ASC.

### **Missing Child Procedure:**

Procedure 1 - If a child is noted to be missing from the school premises:

One member of staff should call the register to check and establish which child is missing.

An immediate check should be made with the School Office to ascertain if the child has another commitment e.g. music lesson, play rehearsal, school trip, external appointment etc . The staff member on duty in the School Office is to be informed of the situation.

All available staff to check grounds and rooms to ensure the child has not hidden or been locked anywhere within the boundary. This search should take no longer than 10 minutes.

The staff member on duty in the School Office will contact the police and the child's named responsible adult (unless there are reasons connected with the child's welfare which indicate this should not be done).

This phone call should occur no less than 10 minutes after the child's absence was first noted.

A written record of the incident and any action taken, should be made as soon after the incident as practicable and placed in the pupil's confidential record.

Procedure 2 - If a child insists on leaving the premises:

If a child insists on leaving the premises with the knowledge of the staff and cannot be persuaded by them to stay on the premises, the child's responsible adult will be contacted immediately.

If it is thought that the child may be a danger to himself or others then reasonable force to return the child to the school premises should be used.

A senior member of staff (SLT) will leave the Premises with a mobile phone, they will follow and observe where the child is going.

If there are not enough staff to leave the premises to observe the child, a member of the SLT must say the child is unsafe and decide whether to call the police.

A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.