

PROCEDURES FOR ANSWERING THE DOOR AND COLLECTION AND LATE COLLECTION OF CHILDREN

This policy applies to the whole school

The Policy is available to the school staff on the 'Staff Share'

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (pupil protection). Our fundamental priority is our pupils and their wellbeing; this is first and foremost.

Scope: All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force.

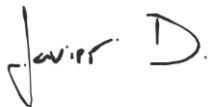
Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Headteacher. The Proprietor and Advisory Board will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Policy Agreed: February 2024

Date Published: February 2024

Next Review: September 2024

Signed

Handwritten signature of Mr Javier de la Fuente in black ink.

Mr Javier de la Fuente
Headteacher

Handwritten signature of Mr Andy Thompson in blue ink.

Mr Andy Thompson
Proprietor who is the Chair of the Advisory

Answering the door: It is the policy of this School to keep the front door locked at all times. The person who answers the door must always look through the gate to identify the caller. If the caller is not known the bolt must be kept on whilst identification is sought, i.e. name, reason for call, name of the person whom the caller is here to see, employment card. Before granting a caller access always check with an authorised person. Never grant access to anyone who is not known.

Visitors: Any visitors, such as sales people, school assessors, contractors etc must wear a badge/lanyard and fill in the visitor's book on arrival and departure.

Authorised collectors: Each child in Key Stage 1 and 2 must have at least two authorised collectors. At the start of each academic year parents will be sent a data form asking them to confirm that the authorised collectors are unchanged from the previous year; and for new parents, asking them to provide the names and phone numbers of their child's authorised collectors. The School should **always** be informed if a child is leaving with another parent or responsible adult.

Persons prohibited from collecting children

- If a different person calls to collect a child, and the parents have not informed the School of this, then the parents' permission must be obtained before handing over the child.
- All staff should be aware that some children are not allowed to come into contact with members of their own family. In such

Landon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

circumstances a register is kept of each child and the names of those family members with whom that child is forbidden contact. If one of these family members should call at School they must not be granted access and an authorised person must deal with the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

Procedure for Late / Uncollected Children

- The School obviously has an obligation to stay with any uncollected child at the end of the day, until that child is collected.
- The School must not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give the name and address and a physical description of the unauthorised person and the teacher in charge should check this description before permitting the child to leave.
- A register will be kept of all children who are not collected by the due time. This will note the date, the time at which the child was collected, who collected the child, and the reason given.
- In the case of persistent late collection, parents will be invited to discuss the situation with the Headteacher, in order to resolve any difficulties.
- If parents cannot be contacted the emergency contact numbers will be used.
- If no contact can be made on any of the given numbers and the pupil is not collected, the Headteacher will be informed.
- It will be the decision of the Headteacher as to what further action is taken and the School staff will offer every assistance as appropriate.
- The school may need to contact Social Services in the case that no contact can be made with parents or carers.

Follow-up: once the situation has been resolved it is important to establish how and why the circumstance arose and to ascertain whether there is anything that the school could reasonably do to avoid a recurrence of this situation. It may be necessary to discuss with the parents steps that they could take to avoid recurrence e.g. ensuring that the school has current contact details etc