



The objective of this policy is to undertake suitable and sufficient procedures to ensure and maintain appropriate safe provision for all children at Holy Name at the end of the school day. This is part of the school's Child Protection Policy and Procedures.

### **GENERAL STATEMENT**

It is particularly important that home and school have similar views and work together to ensure adequate and safe provision for the children at Holy Name.

All personnel must adhere to this policy and procedure, as it is essential to its success and the Health & Safety of all children.

All staff are required to ensure that the following requirements are met:

### **SAFE SYSTEM OF WORK**

Observing the following guidelines will minimise health and safety problems:

1. Parents are required to inform school as to who is to collect a child at the end of the school day.
2. School will agree to hand the child over to the care of the named person only.
3. Should there be any change in the arrangements for collecting a child, the parent of the said child **MUST** inform the school.
4. Staff **WILL NOT** hand the child over without prior knowledge.
5. No child is allowed to go home on their own without parents having informed the school.
6. Staff **WILL NOT** accept a verbal message from a friend or neighbour with regard to any change in the arrangements for the collection of a child. (Tact and diplomacy is required by informing the messenger that this is no way meant to be an insult to them, but is part of our Child Protection Policy and Procedures.)
7. Staff will take the child with them to the Admin Office and contact the parent to confirm and change to the original arrangements.
8. Staff **MUST** record the outcome of the telephone conversation in the Message Book in the Admin Office.
9. Whenever parents are late in collecting their child, the class teacher will take the child to the Main Entrance to the school and wait in the entrance foyer.
10. Most parents arrive within 15 minutes. After that time, the matter of any child who has NOT been collected should be referred to the EHT / HoS or a member



of the SLT. The child MUST wait outside the Admin Office to ensure that the child is adequately supervised.

11. The school will try to contact parents or emergency contact numbers. Staff are required to record this in the Message Book in the Admin Office.
12. If the child has NOT been collected after 1 hour from the time of the end of the school, the school will contact Children's Services. (Social Services)

### CHILD PROTECTION / PUPILS AT RISK

**All Staff are asked to be constantly alert for any signs of abuse to pupils.**

**If suspicions are aroused by signs of injuries of any kind, neglect, undue emotional disturbance or unusual behaviour, please refer the matter to the Headteacher immediately, who will then inform the School's Child Protection Officer. A DELAY IN RESPONDING COULD BE COSTLY**

**Mr Neil Morris is the school's Child Protection Officer. Staff will receive Training in Child Protection each year.**