

Hordle CE (VA) Primary School

Safeguarding our Pupils

We must have a
100%
return on this
Document.
Please complete
and return to the
office as soon as
possible.



Keeping our Children Safe

A parents' guide to picking up
and dropping off at school



As a school, we want to know that your children are safe once they have left our care.

This leaflet details the measures we are taking to ensure your children are safe at drop off and pick up times.

Some of these are **new procedures** and we ask that you read this leaflet carefully.

SAFEGUARDING CHILDREN

LEAVING YOUR CHILD WITH US IN THE MORNING

In the mornings, we will register your children between 9.00am and 9.05am. **If your child is ill, we ask that you ensure that we have received a phone call in school before 9am.** To report your child's absence, please use our absence reporting hotline which allows you to leave a message at any time—no need to wait until the office is manned. If your child is not present at 9.30am and we have not heard from you will receive a call from the office. This ensures that, in the unusual case of your child being absent without your knowledge, you will know about it quickly and the appropriate authorities can be called promptly.

COLLECTING YOUR CHILD AT THE END OF THE DAY

It is essential that you complete and return the attached form.

Collected by an Adult

Children are released from their classroom doors. **The class teacher will not release your child to anyone (whether they are**

known to the school or not) for whom we have not received your prior permission. Please list all potential end of day carers on the form. This will mean that parents **MUST** notify the school of any

changes to usual pick up routines. e.g. if you are delayed you must call the office to inform them before the end of the day. We are confident that parents will view this as an acceptable inconvenience in light of their children's safety. Parents are asked to collect their children in order, from youngest to oldest and to be prompt. We respectfully request that parents do not come to the classroom door more than 5 minutes before dismissal as it can be very distracting for the children.

Walking Home Alone

If your child has your permission to walk home unaccompanied (or to meet you outside school) please specify on the form. Again, we will not release children until we receive your consent to do so.



PICK UP PROTOCOLS



Child's Name _____

Class _____

I give permission for my child to be released into the care of the following adults and/or to leave school alone:

PICKED UP BY

e.g. Mum, Aunt etc (please specify name and relationship to child)
PLEASE LIST ANYONE WHO MAY PICK UP

TO BE RELEASED ALONE

Please specify where your child will be met by an adult
e.g. home, school gate, street corner

If you have ticked that your child may be released to walk home alone, please sign to confirm the following:

- a) I believe my child to be both competent and trustworthy to take on this responsibility
- b) I have discussed the highway code with my child and believe them to be able to take due care and attention whilst on the public highway
- c) I have discussed with my child, what they should do in the unusual event that something in our arrangements doesn't work out. These arrangements are:
 - 1) to return to school immediately where we will care for them until alternative arrangements can be made to look after them
 - 2) to go to _____
(e.g. family member/friend/neighbour)

Telephone Number _____



"Working together to keep our children safe."

Parent Name _____ Signature _____