



## **Woodgrange Infant School**

### **Procedures for keeping children safe in school**

#### **Arriving at school**

- Parents are encouraged to walk to school with their children and given regular reminders about road safety
- School crossing patrol
- Head teacher/ senior staff often at the gate
- Site supervisor always at the gate
- Parents or a nominated adult bring children and escort them to their classrooms
- If staff become aware of children being “dropped” at gate etc Head is notified.
- Children who arrive after 9.10am are received and registered in the school office. Classroom staff are alerted to this by a green slip.

#### **At school**

- Registers are completed promptly and accurately
- All gates are secured
- Children are well supervised whilst using the outdoor areas
- Children are regularly counted during the day- between registration
- Visitors are greeted and signed in
- Identities of new visitors are checked
- “Strangers” in the building are challenged ( in a friendly way)
- Volunteers are not left alone with any children
- Any parents joining us for lunch are signed in and given a badge so lunchtime staff are aware of their legitimate presence in the playground
- All staff are trained to an appropriate level
- We have the correct ratio of trained first aiders
- Attendance and punctuality are closely monitored and followed up according to procedures
- Children with medical needs have a care plan coordinated with health advisory staff by our inclusion manager
- Staff including midday and catering staff are alerted to children with allergies and what to do in the case of an incident
- The school administers prescribed medicines at the written request of parents
- Staff are all aware of the need to inform CP officer (Head) if they observe any unacceptable behaviour on the part of a colleague or visitor to school (NB Chair of Governors if the Head is involved)
- Staff are trained on issues around e-safety
- Children are aware of age appropriate guidelines for staying safe online

#### **Leaving school**

- Children who leave school outside of normal hours are signed out in the school office by their parent or carer and classroom staff are informed
- Children are collected by an adult or, if by a sibling a permission slip is completed
- Children are supervised in class and “handed over” to a known parent or carer
- Children know to return to class if they become separated from a carer or find their parent is not there

- Nursery children can only be collected by someone over the age of 16
- Any changes to the person collecting a child should be notified- any unannounced changes are challenged and verified by a phone call to the parent
- Clear procedures for children who are not collected on time
- Details of reasons for late collection recorded and followed up by Head teacher as deemed necessary

February 2015