

# Barford Primary School



## Procedures for the Safety of Children on School Premises

The following is a list of procedures and arrangements designed to try to ensure the safety of children at all times.

### **Arrival at School**

Whenever possible children should not arrive at school before 8.45 am.

- If it is necessary to arrive earlier on a regular basis because of such things as parents' work commitments, permission to do so should be sought from the school and the child/children should attend Breakfast Club.
- Children arriving early should be registered with Breakfast Club at least 24 hours before arrival – unless there are exceptional circumstances.
- A member of staff will be on duty on the playground from 8.45 am each day to supervise the gate.
- The school cannot accept responsibility for any child being on the premises before 8.45 am, other than those registered at Breakfast Club\*.

*\*There may be occasions, for example school trips, where children are asked to arrive at school for an earlier time. On such occasions staff will be available to ensure full supervision. There are also times during the school year when children in a particular year or class attend school early or late, e.g. Year 6 Booster sessions during Spring and Summer terms, and a teacher will be in the classroom for such sessions.*

On arrival at school children should walk around to their classrooms where a member of staff will be present.

- Children from Reception may be accompanied by the adult who brought them to school. As the year progresses they will learn to enter school independently.
- If a parent wishes to talk to a teacher they should enquire with the Secretary for availability of staff.
- All packed-lunch boxes should be put on the trolley. They will be stored in a cool place ready for lunchtime.
- Staff should question any unknown adult as to the reason for their presence on the playground.

## **Leaving School**

Once the children have been dismissed from their classrooms and have been met by their parent/carer **they are then the responsibility of that parent/carer.**

Any parent/carer who wishes their child to be collected by another person must inform the school office of this fact on each occasion they wish this to happen. Parent/carers who wish to have a permanent, more formal arrangement with another person, must put this in writing to the school office in order that this may be kept on file.

It is at the end of the school day, once the parent/carer has met his/her child, that they can both return to the child's classroom to look at work etc or to select books from the library.

Any child left on the playground after 3.25 pm without a parent/carer must be taken to the office so that his/her parent/carer can be contacted. A member of staff is on duty at the gate until 3.25 pm.

Any child not collected after a further 10 minutes will be taken to the After School Club and the emergency fee will be applied.

Older pupils in Year 6 are able to walk home by themselves, if parents/carers have agreed this with the school in advance.

## General Procedures and Practices

- When moving around the school, whether inside or outside, children should **always walk**.
- Children should **never** be left unsupervised in any classroom.
- Accidents and illnesses must be dealt with in accordance with the accident and illness procedure document.
- Children **must not** plug or unplug electrical appliances.
- Children **must not** go out of the school gates to retrieve balls.

Reviewed by Governors: November 2017

To be reviewed: November 2019