



## ALDERMAN JACOBS PRIMARY SCHOOL (ACADEMY TRUST)

### PRE-SCHOOL PASTORAL CARE PROCEDURES

#### **Aims**

The purpose of this policy is to ensure all staff and parents/carers are familiar with the procedure in the event of several circumstances, including;

- A child not being collected on time
- A child being missing from the setting
- A child being away from the setting

#### **Legislation and Guidance**

Under Section 175 of the Education Act 2002, Local Authorities and Schools have a duty to safeguard and promote the welfare of children. A similar duty is placed on Independent Schools and Academies (Section 157). This duty should include making arrangements for dealing with children not collected at the end of a school day, or at the end of a school activity which is authorised by the school, and where the Governing Body or Proprietor retains responsibility for the use of school premises.

This policy complies with our funding agreement and articles of association.

#### **A child not being collected on time**

In the event of a child not being collected on time, our policy is to keep the child on site, in the most appropriate setting (usually Alderman Jacobs Pre-school) with suitable supervision and carrying out familiar and reassuring activities, whilst a member of staff attempts to contact home. We will continue trying to contact home and other family members. If it becomes apparent that we are not going to make contact then we contact Social Care and the Police as appropriate. Please be aware that it is a parent/carer's responsibility to collect your child/ren on time and to communicate should you not be able to do so. We are here to support but it is a serious matter should no communication be forthcoming.

#### **A child being missing from the setting**

All children are supervised appropriately at all times, every safeguarding measure is taken seriously and due care and attention are given to all aspects of child safety. In the event of, for any reason or combination of reasons, a child succeeds in removing themselves from the site, the following procedure would be undertaken:

All staff would be alerted through a verbal 'telephone tree' arrangement and those persons not in direct supervision of children would leave the site, with a mobile phone, and disperse in a 'fanning out' formation, in order to cover the immediate areas rapidly. Once found, the child would be returned to the setting and all persons notified through the mobile phone and verbal

system. Parents/carers would be informed immediately and an investigation would be undertaken and recorded on the incident report form. Further actions as a result may be identified and advice may be sought from the Local Authority Designated Officer or Health and Safety department if appropriate. Should the child not be found then the Police would be informed imminently.

**A child being away from the setting**

If a child is absent from Alderman Jacobs Pre-school and a reason has not been given, either verbally or on our answering machine, then we contact parents/carers within the registration period. Should staff not get a response, then other contact numbers are called until the child's whereabouts and the reason for absence are established. Poor punctuality is not accepted at Alderman Jacobs Primary School and a consistent approach is applied from Pre-school (Attendance Policy).

**Links to other policies:**

- Safeguarding and Child Protection
- Attendance

Statutory/Non-Statutory							
Created/Reviewed /Updated		Ratified		Review Frequency	Next Review Date	Signed by	
By	Date	By	Date			Head	Chair
Sarah Holdsworth	Summer 2019	Resources Committee	22 May 2019	3 Years	Summer 2022	<i>Cathy Carlisle</i>	<i>Willend</i>