

## **Nazareth House P.S. / Nursery Unit Policy for the Collection of Children and Access to School Building**

To ensure the safety of all children and staff the following procedures **must** be adhered to:

- Access

It is the policy of this school that all external doors automatically lock at 9.30 a.m. and reopen at 5 p.m. All visitors must report to the secretary for access to school. In the absence of the secretary the door must be kept locked whilst identification is sought, i.e. name, reason for call, name of the person whom the caller is here to see, employment card. Before granting access to a caller, always check with an authorized person. Never grant access to anyone who is not known. It is the policy of the Nursery to keep the outside door closed at all times. Only parents/carers of Nursery children are allowed access, after being identified by the nursery staff, via the video intercom system. All other visitors are asked to report to the school secretary.

- Sign-in and visitor badge

Every visitor who requires access to the school will be required to wear a visitor's badge. This should be put on at reception (secretary's office), worn for the duration of the visit and returned upon leaving via the secretary's office. Visitors should also sign in using the book provided stating their name, the date, time, and reason for their visit.

- Authorised collectors

Each child under 8 years of age must be collected by a parent/carer or older sibling. School or Nursery (as relevant) should be informed of any change in collection arrangements. At the initial parent meeting at the start of each year parents will be informed of procedures for collecting children during the school day. No child will be permitted to leave school or Nursery during school hours without written request or being collected at office or Nursery Unit.

- Dismissal details

All children are dismissed by their teacher or another responsible adult at the end of the school day.

*Nursery children:* Parents access the nursery via the outside door and come into the classroom to collect their children at 1.30 p.m.

*P.1:* Dismissed from bottom door (opposite hall) at 2.30 p.m.

*P.2/3:* Dismissed from playground (main school entrance) at 2.30 p.m.

*P.4 – 7:* Dismissed from bottom door (opposite hall) at 3 p.m.

- Persons prohibited from collecting children

If a different person calls to collect a child, and the parents have not informed the school or Nursery of this, then the parents' permission must be obtained before handing over the child. All staff should be aware that some children are not allowed to come into contact with members of their own

family. In such circumstances a register is kept of each child and the names of those family members with whom that child is forbidden contact. If one of these family members should call at the school they must not be granted access and an authorized person must deal with the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

**N.B. No adults will be allowed on school premises unless authorised at office.**