

Nazareth House P.S. / Nursery Unit Policy for the Collection of Children and Answering the Door

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

1 Answering the door

It is the policy of this school that all external doors automatically lock at 9.30 and re-open at 2.30. All visitors must report to 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 a caller access 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.

2. Visitors

Any guests or visitors, such as sales people, college assessors, gardener, handyman, must report to the office on arrival.

3. 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

a) that no child, will be permitted to leave school or Nursery without written request or being collected at office or Nursery Unit.

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.