

Burradon Community Primary School



Safeguarding Policy



September 2025

Miss Hunter

INTRODUCTION

It is imperative that all Schools fully recognise the responsibility they have regarding arrangements for safeguarding and promoting the welfare of children. Those statutory responsibilities are noted within the following legislation:

Section 175 of the Education Act 2002 states:

- a local education authority shall make arrangements for ensuring that the functions conferred on them in their capacity as a local education authority are exercised with a view to safeguarding and promoting the welfare of children.
- schools and Further Education (FE) institutions should give effect to their duty to safeguard and promote the welfare of their pupils.
- the governing body of a maintained school¹ shall make arrangements for ensuring that functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school
- an authority or body ...shall have regard to any guidance given from time to time by the Secretary of State

This legislation makes child² protection responsibilities clear and places an obligation on schools to ensure that these responsibilities are met in full.

Safeguarding and promoting the welfare of children is defined in **Working Together (December 2023)** as:

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- providing help and support to meet the needs of children as soon as problems emerge.
- protecting children from maltreatment, whether that is within or outside the home, including online.
- preventing impairment of children's mental and physical health or development.
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

In addition,

Keeping Children Safe in Education 2025 (KCSIE2025) outlines:

Safeguarding and promoting the welfare of children is everyone's responsibility. 'Children' includes everyone under the age of 18. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child. (Para 2)

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. (Para 3)

School and college staff are particularly important, as they are in a position to identify concerns early, provide help for children, promote children's welfare and prevent concerns from escalating. (Para 4)

All staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years. (Para 6)

This policy has been developed to ensure that all adults in Burradon Community Primary School are working together to safeguard and promote the welfare of children and young people.

This policy describes the management systems and arrangements in place to create and maintain a safe learning environment for all our children, young people and staff. It identifies actions that should be taken to redress any concerns about child safety and welfare including protecting pupils and staff from extremist views, vocal or active, which are opposed to fundamental British values. All opinions or behaviours which are contrary to these fundamental values and the ethos of the school will be vigorously challenged.

The Headteacher or, in their absence, the authorised member of the Senior Leadership Team, has the ultimate responsibility for safeguarding and promoting the welfare of children and young people.

Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. It is an integral part of all activities, functions, culture and ethos of Burradon Community Primary School. A range of detailed policies relating to safeguarding issues have been adopted by the Governing Body and these should be read in conjunction with this general overarching policy.

Under the Education Act 2002 schools / settings have a duty to safeguard and promote the welfare of their pupils and, in accordance with guidance set out in 'Keeping Children Safe in Education 2024', Burradon Community Primary School will work in partnership with other organisations where appropriate to identify any concerns about child welfare and take action to address them.

Burradon Community Primary School Safeguarding Children Statement

At Burradon Community Primary School, the health and safety of all children is of paramount importance. Parents / carers send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. We therefore have to ensure that this expectation becomes reality.

Burradon Community Primary School aims to create and maintain a safe learning environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously. Our school is committed to the principles outlined in 'Working Together to Safeguard Children December 2023 and implements policies, practices and procedures that promote safeguarding and the emotional and physical well-being of children, young people and staff. The school is committed to supporting the delivery of effective early help through multi-agency working, a consistent application of the thresholds and the use of a single agency assessment.

The Curriculum

All children have access to an appropriate curriculum which is broad and balanced and differentiated to meet their needs. This enables them to learn to develop the necessary skills to build self-esteem, respect others, stay safe and healthy, resolve conflict, question and challenge, make informed choices in later life and understand the responsibilities of adult life, particularly in regard to child care and parenting skills.

Children and young people are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental British values of tolerance, respect, understanding and empathy for others. There is access to a range of extra-curricular activities, information and materials from a diversity of sources which not only promotes these values but supports the social, spiritual, moral well-being and physical and mental health of the pupils.

All pupils will know that there are adults in the school whom they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect.

Our curriculum deals with safeguarding in three ways:

- Personal, Social, Health and Citizenship Education (PSHCE) and Religious Education lessons will provide opportunities for children and young people to discuss and debate a range of subjects including Lifestyles, Relationships and Sex Education (RSE), religious beliefs and practices and human rights issues. We follow the Lifewise Scheme of Work and have designated sessions on themes such as Drugs, Sex and Relationships, Anti-Bullying, Stranger Danger, First Aid and Road Safety. Children are encouraged to explore and discuss these issues. Burradon Community Primary School will take account of the latest advice and guidance provided to help address specific vulnerabilities and forms of exploitation eg CSE, Grooming, Radicalisation and Extremism, Forced Marriage.
- The curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as online safety and using equipment properly in PE and Design and Technology.
- Visits and visitors are used as a teaching and learning tool to engage our children and provide first hand experiences, for example visits to places of worship, safety visits. Visiting speakers, with correct clearance are always welcome into school so that they can give specialist knowledge to the children. Burradon Community Primary School will exercise diligence and prevent any organisation or speaker from using the school to disseminate extremist views or radicalise pupils and staff.

Internet Safety

(Ref: E-Safety Policy)

Burradon Community Primary School has an E-Safety Policy which recognises that E-safety is a safeguarding issue not an ICT issue and includes safety at home as well as in school. The purpose of internet use in school is to help raise educational standards, promote pupil achievement, and support the professional work of staff as well as enhance the school's management information and business administration.

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. E-safety lessons are delivered to all pupils E-safety rules are displayed in all classes with regular reminder of their importance provided to the children. Sessions include keeping safe online, grooming and use of social media sites. Parents / carers complete permission forms for their child's internet access. Any E-Safety incident must be reported immediately to the Headteacher (DSL), Deputy DSL or Computing Lead. If breaches of policy take place, these must be reported to the ICT Team if they are related to the LA's filter. Our filtering and monitoring system is through Smoothwall.

Photographing and videoing

(Ref: E-Safety Policy and class permission lists)

There has been a lot of controversy about adults photographing and filming young people. The concerns are genuine, however we have taken a sensible, balanced approach, which allows parents to photograph and film providing they follow certain guidelines:

- Parent / carer consent to school taking photographs/videos by signing a permission slip which is kept on file. Opportunities to update this form are ongoing.

- School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.
- When a parent / carer does not agree to their child being photographed, the Head Teacher / Key Stage Leads / Computing Lead must inform staff and make every effort to comply sensitively. For example, if a child whose parents have refused permission for photography is involved with a sports event, e.g. a football match, it may not be appropriate to photograph the whole team. Careful liaison with parents / carers is therefore essential. With discussion it may be possible to agree other options. The parent / carer may accept a team photograph if names are not published or they may be prepared to relent if it affects the whole team.
- When photographic images are transmitted or shared beyond the establishment e.g. television broadcasts, images on intranet sites, specific permission is sought on the permissions form.

Anti-Bullying Policy

(Ref: Anti-Bullying Policy and Guidance)

Burradon Community Primary School takes its responsibilities in this area extremely seriously. The school's response to bullying is unequivocal. Adults must be informed immediately and action will take place. Although bullying in this school is rare the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated. As a school we have a range of systems in place for children to talk, e.g. worry box, Burradon Buddies, approachable staff. Children are told that silence is the bully's best friend.

Behaviour policy

(Ref: Positive Behaviour Management Policy and Guidance)

Good behaviour is essential in any community and at Burradon Community Primary School we have high expectations for this. Although the emphasis is always on the positive there are also times when children have to be disciplined in order to maintain the safety and security of all children.

At Burradon Community Primary School we operate a whole school 'step' approach to behaviour which rewards the 'good' behaviour but gives clear guidance to staff and children about the consequences of 'inappropriate' behaviour.

There are numerous rewards available to children including rainbow awards, house points, stickers, showing another teacher good work, certificates, Headteacher's stickers and award certificates, special privileges such as Golden Time, attendance rewards, raffle tickets awards from lunchtime supervisors and buddies.

Sanctions range from a warning (Step 2), loss of a privilege, for example playtime, golden time, Time Out, Headteacher report, Headteacher meeting with parents / carers and exclusion

Equality and Diversity

(Ref: Single Equality Scheme)

Burradon Community Primary School ensures that equal opportunities are available for everyone, regardless of gender, age, race, disability, religion and belief, sexual orientation, ethnic group or ability range. Children with disabilities must be able to take a full and active part in every lesson and every measure must be taken to ensure this.

The school fully complies with Single Equality Scheme requirement linked to Disability. This includes disabled access to the school through all entrances, wider doors throughout the

school, loop system in the office, disabled access WC situated opposite the Foundation Stage Unit.

Race Equality

(Ref: Single Equality Scheme)

We want our children to be prepared for an ethnically diverse society. The school will work hard to promote racial equality and harmony by preventing and challenging racism. If anyone ever feels unjustly treated, then the school welcomes and values a response. All racist incidents are reported to the Local Authority and Governing Body on a termly basis.

Racism is tackled in both the RE and in the PSHE curricula. The children take part in discussions designed to raise awareness and address prejudices. Visitors such as 'Show Racism the Red Card' are invited to work with the children.

Educational Visits

(Ref: Educational Visits Policy)

The school has a detailed policy and guidelines for procedures relating to the safeguarding, health and safety of pupils on Educational Visits. The Headteacher and the EYFS Lead are the members of staff responsible for the implementation of this policy.

The Health and Safety Policy

(Ref: to Health and Safety Policy)

The school has a Health and Safety Policy, which is monitored regularly by the relevant committee of the school governors. The Headteacher, the caretaker and the Governors oversee the policy. Any concerns from staff are reported to any of the above who carries out an initial examination, assessing what remedial action needs to take place.

Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. There is also a critical incidents plan that details what staff and parents / carers should do in the case of emergencies.

First Aid

(Ref: First Aid Policy)

In school there are always trained members of staff who volunteer to oversee First Aid. Trained staff are identified on posters around the school for children, staff and visitors.

Miss Johanna Turner has overall responsibility for First Aid. There are a number of first aid kits situated around school. When a child is poorly, or has suffered an accident in school or on the playground there is a protocol for staff to follow:

- A trained first aider is consulted
- The incident is logged either in the accident book or online using the LA's accident reporting system
- For head injuries a 'head injury' letter is issued and where appropriate, parents / carers are telephoned
- If there is any doubt at all a parent/ carer is contacted.

Except in cases of emergency, First Aid will only be administered by qualified First Aiders. If it is necessary for a child to remove clothing for First Aid treatment, there will, wherever possible, be another adult present. If a child needs help with toileting, nappy changing, washing after soiling themselves or any form of intimate care, another adult will be present or within earshot. All First

Aid treatment and non-routine changing or personal care will be recorded and shared with parents/carers at the earliest opportunity.

Medicines in School & Medical Conditions

(Ref: Managing Medicines in School Policy)

Burradon Community Primary School policy is that members of staff will only give medicines when the parent / carer has completed and signed the appropriate form / disclaimer requesting that staff administer medicine. The decision to meet the request is at the discretion of the Head Teacher.

For the majority of medicines, however, a dose before and after school is perfectly adequate and therefore we will only give medicines which are prescribed by a doctor requiring four doses per day. Naturally the parents should consult doctors before giving any form of medication.

Some children have specific allergies and conditions, e.g asthma or ADHD which require medication to be in school. The parents / carers of children with specific conditions must complete a medication form and ensure that their child's medication, e.g inhaler is in school and named.

For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Headteacher or Deputy and refer to the school's policy. In almost all situations the parents / carers will be asked to come into school immediately so that they are part of the decision making process for such matters. In rare circumstances the school nurse will be contacted as a matter of utmost urgency before the parent / carer.

Site security

Burradon Community Primary School provides a secure site with high fencing and camera surveillance both externally and internally. However, the site is only as secure as the people who use it. Therefore, all people on the site have to adhere to the rules which govern it. Laxity can cause potential problems to safeguarding. Therefore:

Cameras:

- Our site has both external and internal cameras.
- Our external system is linked to a local surveillance office and is monitored 24 hours a day.
- Our internal system is monitored via the school office.

External doors:

- All external doors are operated through a fob security system.
- All main external doors (school front entrance, 3 'children' entrance doors and community wing) have a visual and audio device which when 'buzzed' is received by a member of the office staff. Entry to the school is controlled by the school office.
- The 3 'children' main entrance doors are 'mag' locked throughout the day and are operated on timers which are controlled by the main office.
 - These are locked from 9am (after that time access for children must be through the main school entrance)
 - These are released for breaktimes, lunchtimes and at the end of the school day. 'Mag' lock timings are controlled by the computer system in the school office.
 - Classroom external doors are key locked and are only opened by staff as necessary (for example: linked to our fire escape routes)
 - During the day all visitors to school and parents must use the main entrance to gain access.

Internal Doors:

- No internal doors to classrooms will be locked whilst pupils are present in these areas.
- The internal door through to the community room is operated via the school fob system by staff.

External Gates:

- All external gates are locked once the children are in school to ensure that the site is secure throughout the day and there is no unauthorised access.
- For our FS1 (nursery) parents / carers, a member of staff opens the required external gates at 11:50am (morning). These are then secured once children and parents / carers are in / off site.
- External gates are opened at 3:00pm to enable access for parents / carers collecting their children from school.

Visitors in school:

- Visitors must only enter through the main entrance after making contact with the school office via the visual and audio device.
- Visitors will be asked to sign in at the office window and will be asked to read the school's 'Visitor's Information' checklist. Relevant checks will be made by the office and they will then be given a visitors badge on entry.
- Unidentified visitors will be challenged by staff or reported to the Headteacher or school office.
- The presence of intruders and suspicious strangers seen loitering near the School grounds or approaching pupils, will be reported to the Police and the LA with a view to alerting other local Schools through appropriate systems.

Collecting Children:

- As detailed above, external gates will be unlocked at the end of the school day to ensure the safe collection of children.
- In the case of Key Stage 2 pupils who are usually uncollected, staff will ensure that they leave the premises in a safe and timely manner.
- Key Stage 1 and Foundation Stage children will only be allowed home with adults with parental responsibility or confirmed permission.
- Parents / carers needing to collect their children during the school day (for example: medical appointment, illness) must report to the main school office. A member of the office staff will then collect the child from their classroom and bring them to the school office to meet their parent / carer.
- Children should never be allowed to leave school alone during school hours unless they are collected by an adult.
- Should a child leave the school premises without permission then staff have been informed never to chase after a child unless they are a very young pupil or a pupil with special educational needs who could put themselves in danger. Staff should report any child who leaves the premises without permission immediately to the office and Headteacher. Then parents / carers and police will be informed of the circumstances. (See detailed guidance on what to do if a child goes missing)

Vehicles on site:

- The school site is designed to keep children and cars separate as much as possible with designated walk ways into the school avoiding areas where cars can be.
- The school car park is for school staff and visitors.
- Parents / carers who drop their child off for school can park in the community car park and accompany their children via the designated walk ways into the school.
- Parents / carers and children should avoid crossing the car park entrance.

Other Site rules:

- There is a dog's ban (except guide dogs) on the school site.
- The whole school site is a no smoking zone including E-Cigarettes.
- The whole school site is an alcohol exclusion zone.

Attendance

(Ref: Attendance and Punctuality Policy)

Excellent attendance is expected of all children, but when children are unwell parents / carers are expected to confirm absence by telephone. There is a dedicated option available on our phone system for reporting pupil absence. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts (First Day Response).

The school works closely with the Authority's Attendance and Placement Officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA and parents / carers, annually to the government and to all parents / carers.

Positive measures are in place to encourage children to attend regularly and punctually and the school is aware of its right to take legal action against parents / carers who do not ensure good attendance and punctuality. The school does not authorise holidays during term time and actively discourages parents / carers from taking holidays during school term. Taking children away on holiday during term time is not authorised and can result in a fine.

Appointments of staff and induction of newly appointed staff and work placements

All staff that are appointed to work in school have a DBS check (Disclosure and Barring Service check). This search highlights people who have a criminal record or if previous allegations have been made against them. The LA and the school are informed directly by the DBS. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Governing Body after a risk assessment has been carried out. If the criminal record and previous allegations are deemed to preclude the applicant from working with pupils at our school, the appointment (including parent volunteers) will cease.

The Headteacher sits on all appointment panels where the candidates are external applicants. A member of the recruitment panel will have undertaken training on Safer Recruitment.

New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the induction period. It is the responsibility of the mentors to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children.

This School will only use supply employment agencies which can demonstrate that they positively vet their supply staff and will report the misconduct of temporary or agency staff to the agency concerned and to the LA. Currently the supply agency we use emails supply staff photographs and details prior to their arrival at school.

Staff Code of Conduct

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families. Children will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards are allowed except those detailed in the school's Positive Behaviour Management Policy.

Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation.

Where incidents occur which might otherwise be misconstrued, or in the exceptional circumstances where it becomes necessary to physically restrain a pupil for their own protection or others' safety, this will be appropriately recorded and reported to the Head teacher and parents / carers. Any physical restraint used will comply with DCSF and LA guidance.

For their own safety and protection, staff should exercise caution in situations where they are alone with pupils. All doors in schools are fitted with vision panels which should not be blocked in any way. If unsure, an additional member of staff should also be in the room and a record will be kept of the circumstances of the meeting.

School staff should also be alert to the possible risks that might arise from social contact with pupils outside school. Home visits to pupils should only take place with the knowledge and approval of the headteacher. Staff will not disclose their personal telephone numbers and email addresses to pupils or parents / carers.

Induction of volunteers

(Ref: Volunteer in School Policy)

Volunteers must also have a DBS check and will be provided with induction guidance on Child Protection procedures.

Welcoming visitors

All visitors with a professional role, e.g the School Nurse, Speech Therapists, Educational Psychologists, members of the police etc already have relevant clearance. The office will check their ID before admittance is granted and collect any relevant details for the school's single central record (SCR). Visitors are also expected to comply with our visitor's code of conduct and the associated visitors in school's checklist.

Child Protection Policy

(Ref: Child Protection Policy)

- The Designated Safeguarding Lead is Miss Angela Hunter (Headteacher).
- The Deputy Designated Safeguarding Lead is Mrs Claire Liddle (Deputy Head)
- The Additional Designated Safeguarding Leads are Mrs Hannah Kane and Mrs Helen Hopper.
- The Designated Governor for Child Protection and Safeguarding is Mr Damian Ramsay (Chair of Governors)

It is the Governing Body's duty to ensure the Child Protection policy is reviewed annually and any deficiencies within the policy addressed immediately. The Designated Safeguarding Lead and the Deputy Designated Safeguarding Leads have annual training; all staff have had appropriate child protection training which is updated at least every three years. In addition to this our Safeguarding Governor will have Child Protection Training and Governor Safeguarding Training. Members of the Governing Body will engage in child protection training upon induction which is updated at least every 3 years.

Whistleblowing

(Ref: Whistleblowing Policy)

If members of staff ever have any concerns about the behaviour or intentions of any person within the building, school grounds or within proximity of children, they have a professional duty to inform the management accordingly. Staff need to speak to the Designated Safeguarding Lead (Headteacher) or if the allegation is against the Headteacher they need to contact the Chair of Governors, Mr Damian Ramsey.

This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. The school has a current Whistle blowing Policy which is formulated from the Local Authority Guidance.

Working in partnership with parents

At Burradon Community Primary School we ensure that we work in partnership with parents or carers to secure the best for our children. We will therefore communicate as clearly as possible about the vision and values of this School;

- We will ensure that parents / carers have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in communication with parents / carers (including the availability of the policy upon request)
- We will try to use clear statements in our brochures and correspondence.
- We will involve parents / carers in the development of whole school procedures, for example Home / School Agreements and Behaviour Management Procedures,
- We will liaise with agencies in the statutory, voluntary and community sectors that are active in supporting families.
- We will be aware that we have parents/carers who do not have English as their first language.

This document complements the detailed guidance in the following Government publications:

- **Working Together to Safeguard Children December 2023**
- **Keep Children Safe in Education 2025**
- **OFSTED Inspection handbook (Current)**

Monitoring and Review

It is the responsibility of our Governing Body to monitor the effectiveness of this policy.

This policy will be reviewed by the Governing Body annually, or earlier if it is considered necessary.

Dated: September 2025

Reviewed and re-adopted by September 2026

Appendix 1

Missing Children

Ref: Children Missing in Education Policy (CME Policy)

Burradon Community Primary School make the children's safety a priority at all times. The staff will always be extremely aware of the potential for children to go missing during the school day.

Even with our detailed site security and when all precautions are properly observed, emergencies can still arise. Therefore, members of staff will undertake periodic head counts, especially at transition points between sessions and returning from break / lunch / PE sessions.

Risk assessment for off-site visits will detail specific supervision and checks to be carried out.

If for any reason a member of staff cannot account for a child's whereabouts during the school day, the following procedures will be followed:

- The member of staff in question will inform the Headteacher / Deputy and other relevant staff (e.g. Key Stage Leaders) that the child is missing and a thorough search of the premises will commence. The staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Headteacher will nominate up to 4 members of staff to search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the school.
- If after 15 minutes of thorough searching the child is still missing, the Headteacher / Deputy will inform the child's parent/carer and the police.
- Staff will continue to search for the child while waiting for the police and parent / carer. During this period, other members of staff will maintain as normal a routine as possible for the rest of the children in the class / school.
- The Headteacher will be responsible for meeting the police and the missing child's parent / carer, and will then co-ordinate any actions instructed by the police. We will also do all we can to comfort and reassure the parents / carers.
- Once the incident is resolved, the Headteacher and staff will review relevant policies and procedures and implement any necessary changes, (particularly site security and risk assessments).

Appendix 2

Uncollected Children

Burradon Community Primary School has the highest regard for the safety of children in our care from the moment they arrive to the moment they leave.

At the end of the school day, Burradon Community Primary staff will ensure that all children are either:

- a) collected by a parent / carer or designated adult
- b) in the case of KS2 pupils who are usually uncollected, that they leave the school premises in a safe and timely manner.
- c) are registered with our Burradon Fun Club or an after school clubs where procedures a and b will be conducted at the end of the club.

If for some reason a child is not collected at the end of the school day or an after school club the following procedure will be followed:

- If the parent, carer or designated adult is more than 10 minutes late in collecting their child, a member of the office staff will make every effort to contact the parent / carer / designated adult.
- If the parent, carer or designated adult is more than 15 minutes late in collecting their child, the Headteacher / Deputy Headteacher will be informed.
- Every effort will be made to contact the parent/carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answerphone requesting a prompt reply.
- While waiting to be collected, the child will be supervised in the main entrance foyer where a member of staff will be present.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Headteacher will call Children's Services for advice.
- In the event of Children's Services being called and responsibility for the child being passed to Children's Services, the Headteacher / Deputy Headteacher will attempt to leave a further telephone message with the parent / carer or designated adults' answer phone reassuring them of their child's safety and instructing them to contact North Tyneside's Children's Services department.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the school's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of school / club.
- The child will remain in the care of the school until they are collected by the parent, carer or designated adult, or alternatively placed in the care of Children's Services.
- Incidents of late collection will be recorded by the Headteacher / Deputy Headteacher and discussed with parents / carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a referral to Children's Services.