



CHILD COLLECTION POLICY

Introduction

This document sets out the policy of Wicklow Educate Together for the collection of pupils

Rationale

The need for the school to devise a child collection policy

- To follow health and safety regulations
- To follow child protection guidelines
- To provide a well organised and safe signing in and out procedure during school hours
- To ensure that each teacher has an up to date rolla at all times.

Aims and objectives

- That no child is unaccounted for at any time.
- That each teacher has an up to date rolla.
- That the school community is aware of the appropriate collection procedures.

Compliance with school ethos

- WETNS strives to provide a safe and secure environment for the school community
- This policy is formulated with the 4 core principles in mind

Guidelines

- The school should at all times know who is collecting a child. If, at any time, your child's pick-up arrangements are altered, the school should be given written authorisation by the parent/guardian.
- In an emergency situation, the parent/guardian must leave a message with the school secretary or speak with the Principal/teacher. At no time, will a child be released to anyone unauthorised/unknown to us.
- Pupils wishing to leave for any reason during the school day must have a written request by the parent/guardian and must be collected and signed out by an adult.
- If there is a delay in a child being collected, they should return to the school and inform the class teacher/office/principal.
- Children will be allowed leave the school on their own by prior arrangement
- Children and adults should be aware of traffic in the area at all times. Adherence to the school traffic plan is essential.

Success Criteria

- Ensuring a safe child-friendly school.
- Providing a well organised and safe signing in and out procedure.
- Ensuring all staff have up to date rollas.
- That all children and staff are accounted for at all times.
- Children are encouraged to take responsibility for their own safety and the safety of others

Timeframe for Implementation

- The policy will be implemented from February 2016 and will be reviewed as necessary but no later than the school year 2017/2018

Responsibility for Review

- This policy will be reviewed during the school year 2017/2018 by staff members and parents. Any changes made will then be ratified by the Board of Management

Ratification and Communication

- The policy has been in operation in the school since December 2015 having been communicated by the BOM by means of circular following ratification at school BOM meeting of December 2015.