



## Lee Brigg Infant and Nursery School

### Anti-Bullying Policy Statement

Date	Review Date	Lead	Nominated Governor
Sept 2024	Sept 2026	L Kilkenny	N Godfrey

#### Introduction

At Lee Brigg Infant and Nursery School we aim to provide a safe and secure learning environment for all our children. We have in place security procedures that will reassure parents that their children are safe from the time they arrive at school until the time they leave.

We will ensure that at the end of their school day, all children are collected by their parents/carers or a designated adult. Parents will feel confident that in the event that they are late in collecting their child on time, the school has in place procedures that will ensure the safety and security of their children. Children will remain in the care of the school until they are collected by their parent/carer or a designated adult.

#### The Role of the ASC (Academy Standards Committee)

The ASC has:

- Delegated powers and responsibilities to the Executive Headteacher/Head of School, to make the school a safe and secure environment;
- Nominated a link governor to be responsible for Health and Safety including school security and to visit the school regularly and to report back to the ASC
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

#### The Role of the Head of School (Executive Headteacher)

The Head of School will:

- Ensure procedures are in place to ensure the safety and security of children not collected on time
- Ensure staff, parents and children are aware of these procedures
- Meet with parents who are persistently late in collecting their children
- Monitor the effectiveness of this policy.

#### The Role of Staff

Staff will:

- Be aware of this policy
- Implement this policy

- Reassure a child who has not been collected on time
- Call the parent/carer or designated person after five minutes of waiting
- Try other emergency contact numbers if the parent/carer cannot be contacted
- Wait with the child providing as much support and reassurance as is necessary
- Not release a child into the care and supervision of another adult until they have verbal permission from the parent/carer
- Not allow a child to go home alone even with the telephone consent of the parent/carer
- Not escort or take children home (except in extreme circumstances and only with express permission from the parent and Head of School)
- Contact social care direct / police if after repeated attempts no contact is made with the parent/carer or designated person
- Leave a message and contact number for the parent/carer or designated person informing them that their child is being looked after by the local authority
- Record all incidents of late collection on CPOMS

### **The Role of Parents**

Parents must:

- Be aware of the Uncollected Child Policy
- Ensure the school has up to date contact details including emergency telephone numbers
- Have the school's contact details
- Ensure that their children are collected promptly
- Contact the school to explain that they will be late to collect their child
- Contact the school to explain that they will be late to collect their child and that a designated person known by the school will be collecting their child
- The parent/carer must inform in writing regarding those persons NOT allowed to collect the child for any reason

### **Monitoring the Effectiveness of the Policy**

The effectiveness of this policy will be reviewed, in line with the review date deadline set or when the need arises, and the necessary recommendations for improvement will be made to the ASC