

HYLTON CASTLE PRIMARY SCHOOL

PUPILS WITH RESTRICTED ACCESS POLICY

Link governors: Claire Lakeman and Alison Atkinson

Policy written by: Elaine Armstrong

Date ratified by governors: March 2016

Reviewed (date): March 2017, March 2018

Electronic register

The names of all children who have restricted access by adults is kept on a central electronic register.

A paper record of the names of all children who have restricted access by adults is held by the keeper of the daily register (appendix 2) and see below.

The central register is part of the full safeguarding data base and is updated regularly by the Safeguarding Lead Person (SLP) / Deputy Safeguarding Lead Person (DSLSP).

(Daily) paper copy of register

A paper copy of the register for children who have restricted access by adults is stored in the CP cabinet (locked) each evening.

Maintaining the daily register

The upkeep of the daily register is the responsibility of: Ms. Clark (Nurture Manager/DSLSP)

In her absence the responsibility of the daily register is: Mrs. Wood (SLP/Deputy Headteacher)

In her absence the responsibility of the daily register is: Mrs. Armstrong (DSLSP/Headteacher)

The register

The register will be completed each morning and each evening (appendix 1)

Signing into school (20 minutes after the start of the child's respective session)

The register keeper will record, within 20 minutes of the start of the child's respective session, the child's attendance / absence from school (reason for absence if appropriate)

If, after 20 minutes from the start of the child's respective session, the child is not in school and there has been no notification of his / her absence, then Ms. Campbell (administrative officer with responsibility for recording absences) must begin follow-up calls immediately.

Ms. Campbell will inform the person with responsibility for the daily register plus the child's class teacher as to whether the calls have gained a positive or negative response.

Parental responsibility for informing the school of the child's absence

It must be made clear in meetings with parents, that it is their responsibility to inform the school immediately of any absence.

Ms. Campbell will make 2 calls within a ten minute period and, if successful, will reinforce the importance of letting us know quickly when and why a child is absent.

If, after 2 attempts, Ms. Campbell is unsuccessful in contacting the named parent / carer, Ms. Clark will be informed and she will take over the situation.

Discharging the child from school

Each child subject to the policy will have a named:

- designated regular discharger: the permanent class teacher / permanent PPA member of staff
- deputy designated regular discharger: Mrs. Wood
- third designated regular discharger: Mrs. Armstrong

n.b

If a supply teacher is responsible for the class it will be identified on the daily register who will be discharging the child. This person will be the class teacher. However, if that teacher is not present in school the responsibility will fall to Mrs. Wood (or Mrs Armstrong in her absence)

It is the responsibility of the designated person and deputies to ensure that in the case of any said member's absence the nominated deputy takes over, without fail.

Dismissing the child

Children subject to the policy must be escorted to the parent / carer or other named adult at the end of each day by the regular discharger.

This includes normal routines at the end of a 'normal' day and also at the end of any after school club the child has signed up to. It also includes times when the child may leave school early because of illness or medical appointment.

It is the responsibility of the keeper of the register to ensure that both the class teacher (TA if the teacher is absent) to inform the after school club tutor of the designated discharger (or deputy if appropriate)

It is the responsibility of the discharger (or deputy) to collect the child and to record on the register who has come to collect the child

If any adult other than the named parent / carer comes to collect the child, that person must be asked to sign a separate piece of paper (appendix 3)

Who may the child be 'handed over to'?

Ms. Campbell will ensure that any change from the normal plan (contact, collectors etc) is communicated to key persons (see above)

The main carer may authorise up to three other responsible adults (aged 16+) who may collect the child.

Joint responsibility

It is the joint responsibility of the keeper of the register and the regular discharger (plus deputies) to ensure the smooth running of the system in the case of any one member of staff's absence.

Inclusion Statement

At Hylton Castle Primary School, we are committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils whatever their needs or abilities.

Pupils have Special Educational Needs if they have a learning difficulty which calls for special educational provision to be made for them. Pupils with a disability have special educational needs if they have any difficulty in accessing education and if they need any special educational provision to be made for them, which is anything that is additional to or different from what is normally available in schools in the area.

At Hylton Castle Primary School we undertake the duties, including in relation to **this policy**:

- Not to treat disabled pupils less favourably for a reason which relates to their disability
- To take reasonable steps to avoid putting disabled pupils at a substantial disadvantage
- To do our best by all disabled members of our school community in relation to the requirements of this particular policy

Equality & Diversity Statement

Hylton Castle Primary School fully recognises its duty to comply with equality and diversity legislation, and its Gender Equality Scheme sets out the school's aims in relation to equality and what it will do to ensure that equality is fully embedded in practice. The school fully acknowledges its responsibilities in terms of equality issues in relation to gender, age, race, disability, religion or belief, sexual orientation and gender reassignment, including in relation to **this policy**.

Hylton Castle Primary School is firmly committed to equality and diversity, and when carrying out our functions, we shall have due regard to the need: to eliminate unlawful discrimination and harassment; to promote equality of opportunity between men and women.

This Policy should be read in conjunction with the School's:

Child Protection Policy

Arrivals and Departures Policy

Policy for Arrivals, Departures and Uncollected Children