

DAWAT E ISLAMI UK



ARRIVALS, DISMISSAL & COLLECTION OF CHILDREN POLICY

Prepared by: Dr Zeerak Nasim, Designated Safeguarding Lead

Status of Policy: Final

Ratified by: Trustees

Implementation Date: Jul 2019

Review Date: Jul 2020

ARRIVALS

- Entry into Madrassah will be allowed five minutes before the start of the session where a member of the staff will be on duty to receive children at the entrance.
- Parents must accompany their children until the door opens and hand their child to the member of staff.
- No children must be left unaccompanied on the Madrassah premises.
- All other exits/entrances will be securely locked.
- All children will go into the Assembly area where they will be looked after by the Madrassah staff.
- Children will be collected from the assembly hall by their class teacher and escorted to their classroom for registration.
- If your child is ill, please let us know by sending a message or calling the Madrassah on the first day of absence. Parents must give the reason for absence at the earliest opportunity.
- If parents have not made contact on the first day to explain an absence the headteacher (naazim) will attempt to make contact via the following methods:
 - Firstly by telephone using the parental contact numbers supplied
 - If no contact is made then all emergency phone numbers for the child will be called.
 - If there is still no contact made then our safeguarding procedures will be followed and contact will be made with Designated Safeguarding Lead who will advise us on next steps.

COLLECTION OF CHILDREN

- Arrangements for collection of children should be noted with telephone numbers in the registration form.
- Parents must inform us in advance for any changes in persons collecting.
- The headteacher/class teacher will note down any changes and inform the relevant member of staff for new collection arrangements.
- If your child needs to be collected during the Madrassah hours because of sickness or a medical appointment then you must ring on the front door bell and

wait for security reasons in the reception area for your child to be fetched by a member of staff and then handed over to you.

- Parents must sign their child out when collected during Madrassah hours.

DISMISSAL

- The children will be dismissed, via the pre-arranged pick up point, one by one by a member of the staff.
- Children must be handed over to their parents/guardians at the door and they must not be allowed to walk out on their own, unless a prior agreement has been signed by the parents.
- Children over the age of 10 are allowed to walk home to encourage independence and road safety but only with parent's written permission.
- Should the parents wish to speak to a teacher then please wait until all the other children have been dismissed.
- Parents must phone the Madrassah and leave a message if they know they are going to be late to collect.
- The door will be locked ten minutes after the class time finishes. Any remaining children must be collected from the main reception area by the parents.
- Teachers can only dismiss to known parents or adults as per the registration form.
- In the event of a person arriving at Madrassah to collect a child that has not been planned (it is unforeseen or in an emergency situation), the following steps must be taken:
 - Firstly, the person must be asked to wait outside or be accompanied by a member of staff to the school office.
 - The person will be asked to confirm which child/children they are requesting to collect, give their full name and show some form of identification.
 - A member of office staff will phone the parent/carer to confirm the arrangements before handing over the child/ren.

PROCEDURE WHEN A CHILD IS NOT COLLECTED

- Member of staff will inform the headteacher.
- Headteacher will check the phone for any messages concerning collection.
- Headteacher will try to contact parents to inform them that their child has not been collected and to make arrangements for this.
- Whilst doing this the child will wait with a member of the staff, making sure they are occupied, safe and allay any fears if they are upset or panicked.
- If parent is unable to be contacted, further calls to be made to KNOWN grandparents, carers or other emergency numbers stated in the registration form.
- In this case a message will be left on the parents phone to inform them where their child is.
- If none of above are contactable a member of the staff will look after child/ren until eventual collection.
- In this case DSL will be contacted for further guidance.