

Child Safety Policy

The Polish Saturday School in South Croydon is open on Saturday between 9.00am – 2.00pm during term dates. The lessons finished at 12.30pm. After the lessons there are school clubs for the children that are interested. All children attending the school have to be registered with the school and the relevant fees paid. Attendance at the school is voluntary and in addition to the full time education as expected by English law.

1. Setting down and collection

1.1 Setting down

Children below the age of 11 are expected to be accompanied by an adult when arriving at the school. It is the responsibility of a parent or adult authorised by a parent that a child arrives at school safely and that the child enters the school building. Parents retain responsibility for children's safety until the start of at the lesson at 9.00 am.

1.2 Picking up

Children have to be collected by their parent unless prior permission for another adult to collect them from school is given. It is the parent's responsibility to inform the child's teacher or duty parent of the name of an adult authorised to collect the child. Children who are travelling independently will be allowed to leave the school premises unaccompanied, unless the school is advised otherwise.

Children are expected to be collected from school at 12.30 pm promptly. In case of a delay in collecting a child, the parent is required to inform the duty teacher by calling the school mobile phone 07511870051 and making appropriate arrangements.

Parents on duty are responsible for a child waiting to be collected, ensuring that they do not leave the school boundaries and will remain supervised. If there is no contact informing about a possible delay, the duty person will telephone the child's parent (after a 15 minute delay or so), while the child is supervised by a duty parent.

1.3 Failed Contact

In the case when a parent cannot be contacted, the duty teacher will contact a relative or a friend, whose telephone number appears on the school registration form.

Failing the above and after an half hour from picking up time, the duty person may contact either the police or Croydon Safeguarding Children Board, Children's Quality Assurance & Safeguarding Service, 3rd Floor, Davis House, 69-77 Robert Street,

Croydon, CR0 1QQ tel: 020 8 726 6400 ext 65442 for advice or assistance. Children will not be transported in teachers' or other parents' cars without their parent's prior consent.

2. Absence

Attendance at the Polish Saturday Schol is voluntary and as such, there is no legal obligation for parents to ensure their children's attendance. However, it is expected that the school will be notified in advance of a child's absence or decision of the child being withdrawn from attending the school. Following failed attendance without prior notification and when there are concerns raised about the child's safety, the school will contact the child's parents in the first place and, if necessary, the appropriate authorities.

3. Accidents

In the event of a child being involved in an accident, the child's parents will be notified immediately. Minor accidents will be dealt with by the teachers trained in first aid whenever possible. The child will be looked after by the duty parent until ready to go back to the classroom.

Accidents that result in injury requiring medical assistance will be dealt with by calling the emergency service, or the child being taken to the Accident and Emergency Unit at the nearest hospital by the duty teacher or parent. No medications will be administered at school without parental consent.

4. Photographs

The school will seek parents' agreement for photographs to be taken during school activities or events.

5. Suspected child abuse or neglect

Any signs indicating that a child might be suffering harm or neglect will be treated extremely seriously and will be dealt with by strictly following the London Child Protection Procedures: http://www.londoncp.co.uk/consultation/A_contents.html

6. Illegal or unauthorised drugs

Illegal and other unauthorised drugs of any kind on the school premises are not acceptable. The Headteacher may permanently exclude a pupil from attending the school who is involved in taking or dealing in drugs on the school premises, even for a first offence.

The use and possession by children of alcohol and tobacco are not allowed in the school premises.