

General Welfare Requirement: Safeguarding and Promoting Children’s Welfare

Glebe House School Early Years staff must take necessary steps to safeguard and promote the welfare of children.

Safeguarding children

1.3 A. Procedure for the collection of a child in Foster Care, if parents arrive who you do not recognise

Policy statement

In some circumstances the parents have the right to collect their children, even if you are not expecting them, the difficulty is what to do if you don’t recognise them or you are concerned regarding the child’s safety on the day, due to the parent being on drugs etc. Therefore please follow the following procedure to protect everyone.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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Procedures

- Politely ask who they are through the closed window or door, if they say they are parents but you don’t recognise them, explain that it is our procedure to get a member of staff who may recognise them and ask them to wait outside, apologising profusely!
- If you are concerned that these people could be a threat to the child in question pick up a phone and go the relevant year group to ascertain if the parent is known
 - a. If they are not known and you are concerned for the child’s safety, pass the phone to another member of staff to make the following calls:
 - Police – line 9, 999
 - Children’s Services on line 9- 01553 669330 or the individual child’s soc workers mob on file
 - Adrian Stewart (Headmaster) ext 201, if no reply call Headmasters PA on ext 200 and ask her to get a senior member of staff ASAP, then ask them to go to the staff car park to divert other parents to an agreed area till the problem is resolved

Meanwhile go back to the window and explain that unfortunately no one recognises them, so please could they contact their Social Worker who can notify us that you are who you say you are. Again sincere apologies for this, but hopefully being a parent you will understand the importance of not sending your child off with someone we don't know! Continue to keep being friendly at a safe distance, till help comes or Children's Services call.

b. If they are recognised the senior member of staff on duty will have to hand over the child to the parent, while another member of staff phone the above people, it is paramount that staff and other children are not put at risk by making the handover awkward, be as polite as possible

- It may be necessary to move all year groups into the 0-2 year group Wobbler area or a safe place in pre prep which cannot be seen from outside, as a safety precaution or to another safe area in the school.

Further guidance

- Promoting the education of looked-after children and previously looked-after children February 2018
- Also see previous links for policy 1.3

This policy was adopted at a meeting of	<u>Glebe House Trust Nursery</u>	name of setting
Held on	<u>September 2023</u>	(date)
Date to be reviewed	<u>September 2024</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Susie Pull</u>	
Role of signatory (e.g. chair/owner)	<u>Area Manager Glebe Trust Nursery</u>	