

EMERGENCY PROCEDURES – SIGNING IN & SIGNING OUT

Fountains C of E Primary School

General Statement

We recognise that ensuring we keep accurate fire registers at all times is vital to the safety of our pupils and our staff. We are aware that there are times when pupils arrive late for school or have to leave for sections of a day, and we have clear procedures to allow for these activities to be recorded on the school register and the fire registers.

Procedures

Any pupil who arrives at school after 9am must come in through the front door and be marked as late by the office staff or Class teacher.

If a pupil leaves the premises during the school day for an appointment, illness or other, then they must leave the school premises with an adult via the school office so that they can be signed out. This is the case even if it is playtime.

If a pupil arrives at school at any time (even at playtimes) during the school day then they must come in via the school office to sign in.

This will allow the office staff to ensure that the fire registers are correct at all times.

Pupils are only allowed to go home with their parents or guardians. They are able to go home with other children/ parents as long as we have direct consent from their parents or guardians. If a child is unsure about this, they can see the staff in the office at playtime to check. If consent is given during the school day then the office staff will inform the class teacher.

Only children with a permit to travel are allowed on either school bus.

Signed...P AchesonDate 05.02.20

Review Date 05.02.21