

Gaelscoil na mBeann



Collection of Children Policy

Date of Policy: October 2019

Date of Review: October 2021

Rationale

The safety of every child at Gaelscoil na mBeann is paramount therefore it is essential for strict guidelines for the collection of children to be implemented.

End of day

At the end of each day:

- Children will be brought to the gates by the class teacher or classroom assistant.
- Class teacher or classroom assistant will stand at the gate and allow each child out one by one once an identified parent/guardian/bus supervisor is present.
- Only adults named by parents will be allowed to collect pupils.
- In the case where children avail of the bus, permission must be given prior to the journey either to or returning from school, and the child's name will be placed in the relevant bus list each day.
- Children will remain supervised on school grounds until a named adult arrives to collect them.

Early collection

We realise that there are times that children may have to be collected from school early for appointments etc. In such cases the following procedure must be adhered to:

- Class teacher must be informed in writing about the reason the child will be collected early and the time
- When collecting the child, the named adult must wait in the foyer of the school.
- The child will be brought to the foyer by a member of staff.
- The named adult must complete the sign out book before leaving.

Sínithe

(Cathaoirleach)

Dáta
