**St John’s Primary Hamilton**

**Safety and Security Policy**

**VISITORS**

For security and emergency procedures, all visitors should report to the school office to sign in and receive a **VISITOR’S BADGE** including **parents** visiting during the course of the school day.



**EMERGENCY CONTACT**

Please ensure your Emergency Contact form is up to date by informing the school office of **any change of address, telephone number or emergency contact**. Mobile phones which are normally switched off are not reliable contact numbers.

**ABSENCE FROM SCHOOL**

**In our approach to raising achievement it is recognised that attendance at school is something that should be continuously encouraged. Parents and the school all have a part to play in encouraging children to attend school.**

**We would be grateful for your co-operation with the following procedures:**

* You are requested to telephone the School Office **before 9.15 am** if your child is going to be absent from school for any reason. With your help, the number of calls we have to make to track children who are absent will be reduced. In the interests of child safety, guidelines for schools require that **early alert procedures may be put in place** for children for whom no notification is received and whose parents / carers / emergency contact cannot be contacted.
* Please remember to inform the school if your child is likely to be absent for some time and give him/her a note on return to school stating the reason for absence.
* A pupil who needs to leave school e.g. for a medical or dental appointment should bring an appointment card or a parental note.
* **No child is allowed to leave unless accompanied by an adult.**



**HOME LUNCH**

If children are going home for lunch, please inform the school by telephone or in writing.

Note: Children buying lunch from local shops must have written parental permission as we are unable to be responsible for their safety.

**END OF SCHOOL DAY**

At 3 pm please remind your child

1. who is collecting them
2. where to meet them

If the adult is delayed - remind your child to report to a member of staff.

If children are uncollected by 3.10pm they will wait indoors at office area.

**TAXIS**

If you are booking a private taxi to collect your child, please notify the school office.

**AFTER SCHOOL CARE**

Our After School Care procedures were reviewed in consultation with several providers. When you notify us of after care arrangements, you will be given a form to complete with the details. **Parents are reminded that all changes, either permanent or on a daily basis, including if your child is absent, should be notified to the school and your provider(s).** All providers have been requested to ensure that they arrive in school prior to 3 pm to ensure they are available to collect your child.

**FAMILY HOLIDAYS DURING TERM TIME**

Scottish Executive guidelines state:

“The majority of these will be classed as **unauthorised absence.** Only in certain exceptional circumstances can the school authorise such a holiday: for example where it is important to the wellbeing of the family, or following a traumatic family event of some kind.”

The Scottish Executive has made it clear that schools should **NOT** authorise family holidays where the reason is any of the following:

* + The availability of particular holiday deals
	+ Holidays which overlap with the beginning or end of term
	+ Parental difficulties in obtaining leave (unless an employer provides evidence that it cannot accommodate leave during school holidays without serious consequences).

**EDUCATIONAL VISITS**

When a child is going on an educational visit, you are required to complete a permission form. The permission form refers to the Council’s Insurance Cover, a copy of which was issued at the beginning of term.

At the start of each school year parents/ carers are requested to complete a local walks permission slip which gives permission for children to walk to close amenities ie The Bent Sports Area or Hamilton Grammar School. This permission slip is kept by the class teacher for the school year and allows children to accompany staff on local outings.

**MEDICINES**

If your child requires to be supervised in taking medication during the school day, please request a parental permission form and information sheet from the school office. Medicines will be returned to parents/carers with appropriate paper work. Parents/carers are responsible for checking the dates on epi pens, inhalers and other medication.

**PLEASE NOTE THAT ORAL INFORMATION WILL NOT BE ACTED UPON.**

**PEANUT ALLERGY**

May I thank you for your continued co-operation in ensuring that peanuts and other types of nuts are not brought to school due to the possible allergic reaction of some children.

PLEASE REMEMBER that this would apply to packed lunches and includes PEANUT BUTTER and CHOCOLATE / NUT SPREADS.

THE ALLERGIC REACTION OF SOME CHILDREN IS VERY SERIOUS and I must ask for your co-operation in reminding your child to follow this request.

**ROAD SAFETY AND ACCESS.** Please support our efforts to ensure the safety of the children.

1. South Lanarkshire Council has provided some free waiting space at Kemp Street and Park & Stride facilities are available in the Bent Recreation Ground.
2. **CAR PARKING IS RESTRICTED TO AUTHORISED VEHICLES ONLY. USE OF THE CAR PARK IS RESTRICTED AT 9 AM AND 3 PM TO REDUCE THE VOLUME OF TRAFFIC WHEN THE CHILDREN ARE ENTERING AND LEAVING.**
3. Do not park in the lay by in front of the school or double park as this is a SAFETY ZONE and should only be used by buses and emergency vehicles.
4. Please help us maintain our good relationship with the residents of Dixon Street by not parking in front of their driveways and in any disabled spaces.
5. Do not park on the zig zags or on the single yellow lines outside the factory.
6. **Parking on the pavement is a bookable offence**.
7. When driving, ensure that you STOP for the crossing patrollers and allow a safe passage for the children to cross. Do not block the view of the crossing patrollers or stop near or in front of them.
8. Our Junior Road Safety Office Bearers monitor our car park and may ask parents/ carers to move to a safe parking space.

**Please inform any relatives who normally collect your child of these arrangements.**

**BOTTLES, CANS AND LOLLIPOPS**

Due to the possible safety hazards involved with glass bottles and cans, we would recommend that children bring any drinks in cartons or plastic bottles and do not bring lollipops. As a Rights Respecting School we encourage children to reuse and recycle as much as possible and ask all children to use refillable water bottles.

**CLOTHING AND UNIFORM**

Children need shorts, gym shoes and a T-shirt for P.E. (no football colours). For Health and Safety reasons, jewellery and shell suits are unsuitable for P.E.

Our thanks to all parents who encourage their child to wear school uniform. This not only promotes a sense of identity in the community but helps staff easily recognise the children in the playground and on school outings. It is the recommendation of South Lanarkshire Council to actively support this policy in the interests of **school security**.

**EARRINGS (as per SLC Health & Safety Guidelines)**

Many children have difficulty removing jewellery, particularly **earrings**, for P.E. lessons. Please help us to get the maximum teaching time possible by ensuring your child does not wear jewellery on P.E. days. **Hooped and dangling earrings** and **large rings** are also unsuitable for school as they are an accident risk in a busy playground.



**CARE OF PROPERTY**

1. Please ensure your **child’s name is clearly marked** on all his/her belongings, including **indoor shoes**.
2. Valuable items such as jewellery and toys should not be brought to school.
3. May we suggest your child has a money belt or shoulder purse to keep money with them as money should not be left in coats or schoolbags.
4. If jewellery is worn on P.E. days, a box will be provided, but contents are left at own risk.
5. Mobile phones are discouraged and brought at own risk and should not be switched on during the school day. All mobile phone must be put in the school office before 9am.

South Lanarkshire Council is concerned at the level of claims being received for loss or damage to pupils' clothing or personal effects. Parents are asked to note the Council's position in terms of insurance for pupils' personal effects:

1. Theft/Loss of Personal Effects

The Council is not liable for the loss or theft of pupils' clothing or personal effects and
any items are therefore brought into the school at the pupil/parents' own risk.

Parents can assist by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school.

 Teachers and other staff have been advised not to accept custody of any such items.

 The same principle applies to musical instruments and other equipment used for activities within the school, which belong to the pupil but are brought into the school. Parents should be aware that if such equipment is left in school, it is done at the pupil/parents' own risk.

In the case of valuable items such as musical instruments, parents should ensure that these items are covered by their own household insurance.

1. Damage to Clothing

The Council is only liable for damage caused to pupils' clothing where the damage has resulted from the negligence of the Council or one of its employees. Claims arising otherwise will not be accepted by the Council's insurers.

**Updated February 2019**

**Reviewed March 2021**