

Child Abduction Prevention – Parent Obligations

Abduction Prevention Policy

Repton School Abu Dhabi gives the safety and wellbeing of its pupils the highest priority.

It is vital that **all staff and parents** understand this procedure thoroughly.

Parent Obligations

- Parents **MUST** give Class Teachers written approval of adults who have permission to collect their child(ren)

Start of Day

- All adults entering the building must have a pass with a coloured lanyard
 - Staff : blue
 - Parents : red
 - Visitors : green

Rose Campus

- 7:30am Security doors open for Parents
- 7:30 am Morning Care opens
- 8:00 am Students admitted to class
- 8:00am School day begins
- 8:30am Security doors close
- 8:30am Class Registers submitted to Reception
- **Registers must be uploaded by 8:30 am**
 - Reception staff phone Parents about any unexplained absences
 - This includes Bus Registers

Fry Campus

- 7:15 am Doors open for Parents
- 7:15 am Morning Care opens
- 7:35 am Students admitted to class
- 7:45 am School day begins
- 7:45 am Security doors close
- 7:45am Class Registers submitted to Reception
- **Registers must be uploaded by 7:45am**
- **Any Parents who do not have their Parent Pass with them :**
 - Security to direct parents to reception
 - Reception issue a visitor pass in exchange of a valid ID like Emirates ID, Driving Licence or Passport.
 - Parents return the Pass before leaving the school premises.

During the Day



- **Rose Campus- All security doors must be kept closed between 8:30 am and 2:40 pm**
- **Fry Campus- All doors must be kept closed between 7:45 am and 3:00 pm**
- Any visitors within the school who are **not** wearing a pass **must** be politely challenged and asked to return to Reception for a pass for the safety of the children
- All parent volunteers and contract staff must be listed on the Child Protection Board in the staffroom

End of Normal School Day

- Teachers post a weekly sign out form on classroom door on Sunday
- Teacher / TA initial that they have handed over a child to a parent / authorised adult
 - (see Parent Obligations p1)
 - **If an unknown adult comes for collection, the child cannot be released**
 - **Permission from child's parent must be sought by school before child is released**
- If a child has left and has not been handed over by Teacher/TA, this must be reported to Reception **immediately.**
 - Teacher double checks with TA for possible bus / ECA sign-out
 - Reception then phones parents to double check
 - If child is not traced, SLT must be informed **immediately**
- Teacher must hold a record of all previous logs during the relevant term.

School Bus

- Bus children taken from class by their TA to Ground Floor Hall
 - Children taken to specific bus number lines
 - TA signs handover to the Shanawaz Bus Monitor using their register
- Monitor takes register and alerts Reception to any missing children immediately

ECAs

- **Collection after ECAs (Repton and Gulf Star)**
 - Registers should be used at the start of ECAs (Appendix 2)
 - Registers initialled when child collected by approved person
 - Teacher challenges if no red lanyard as above
 - Challenge if unapproved adults are collecting the child-not possible without prior written consent.

Late Collection

FS 1 (FS 2 Seahorses Classroom- Ground Floor)

FS 2 (FS 2 Starfish Classroom - Ground Floor)

Y1 (Y 1 Willow Classroom- First Floor)

Parents must be on time to collect children so that staff time deployment allows for ECAs, lesson preparation, training, and child safety.

For those parents who are late / delayed

- Parents must wear red lanyard before signing out their child
- Should a parent be telephoned to collect their child.
- They must sign a log out book which includes the late collection time (Appendix 3)
 - Parents MUST sign that they have taken their child
 - **If a parent nominates collection responsibility to someone else, this must be agreed in writing with the Teacher in advance**
 - **If a parent has not done so, the child can not be released**
 - Lateness needs to be tracked by Head of KS/EY and Head of Year at least weekly
 - Persistently late parents are contacted by Heads of Key Stage, and then by Headteacher
 - Column in book to track HoKS/HoY follow-up

● **Late collection at Reception**

Pupils signed in for late collection but not collected within 20 minutes are then moved to Reception.

- Late Duty Supervisor takes pupils to Reception
 - Reception staff record “late” in a log book (Appendix 3)
1. If a child is collected late on 3 occasions, then the reception staff notifies the Class Teacher who then sends a letter to the parents.
 2. If a child is late on a further 3 occasions, the reception staff inform the HOKS/ HOY who then send a standard letter to parents.
 3. If a child is late on a further 3 occasions, the reception staff inform the Head Teacher/ Deputy Head who will then send a standard letter to parents.



Special Events – on-site

The school organises special events throughout the year, such as National Day, French Day, International Day, Science Week, Appy Monday

As the day is busier than usual and outside normal routine, it is vital that every staff member is even more vigilant than usual.

- Security doors will be closed as usual, even if there are more parents visiting
- **Staff must challenge any unknown adult who is not wearing a pass**
 - **They must be asked to go to Reception to collect a pass**
 - **This is not rude or impolite**
 - **This is protecting children which is our top priority**

Special Events – off-site

e.g. Sports Day, Family Day

- Teachers and Teaching Assistants
 - Take class list and pen
 - Take parent contact list with mobile phone numbers
 - Take mobile phone for emergencies
 - **Challenge any parents without red lanyard**
 - **Must not give child to any “family friends” who have not been agreed to between parent and teacher in writing in advance**
 - **Collection log given to Head of EY/KS at close of event**

- Parents
 - **must wear a red lanyard**
 - **must arrive on time**
 - **must sign register when they collect child**
 - **must give advance warning in writing of any other adult who will collect their child on their behalf**

Local Abu Dhabi Trips – Off-Site

- Staff must take their register with them
 - Register must be taken frequently (as defined by Risk Assessment)
 - Head count must be taken frequently
- Parent volunteers must wear their red lanyard at all times
- Children must wear their safety badge with the school number
 - Children’s names must not be visible anywhere

Appendix 1 Sign Out Form

Appendix 2 ECA register

Appendix 3 Late Collection Log

Revised : September 2018

Review date: September 2019

Appendix 1- Class Sign out sheet

Name					
	Sunday	Monday	Tuesday	Wednesday	Thursday
Student Name 1					
Name 2					
Name 3					

