



KENT COLLEGE WEST CAIRO

Student Collection from School Policy

Please see below procedures for registering authorised adults to collect your child(ren) from Kent College West Cairo, the procedures if you wish someone else to collect your child on a particular day and our policy on late collections.

The purpose of this policy is to protect the safety and welfare of all students attending Kent College West Cairo.

1. Registering Authorised Adults to Collect your Child(ren) from Kent College West Cairo

- 1.1. You must complete the 'Authorised Adults for Collection' form to be submitted to your child's class teacher.
- 1.2. All authorised adults on the form are issued with security cards which they must use to enter the school and security will swipe this with the child's bracelet to ensure the correct child is leaving with the correct adult.
- 1.3. If an authorised adult forgets their card, or there is an error with the system, they will be asked for their photo ID. A written permission form will be completed by the reception that the adult must give to the security team when they leave.
- 1.4. If your card becomes lost or damaged, will need to inform the school in writing and a replacement card will be issued and any additional costs will be notified.
- 1.5. You may update the list of authorised adults at any time by sending a written request.

2. Change of Collection

- 2.1. If someone else will be collecting your child(ren) from school, including parents of other students at the school, you must send a written authorisation with the full name of the person collecting your child (as it is written on their ID), the name of

your child and their class, to the school before 12pm. This should be sent to the relevant reception and Head of that section of the school:

- Early Years - EYfrontdesk@kentcollegeegypt.com and katie.alexander@kentcollegeegypt.com
- Junior School - juniorfrontdesk@kentcollegeegypt.com and michelle.duffy@kentcollegeegypt.com
- Senior School - seniorfrontdesk@kentcollegeegypt.com and andy.stanley@kentcollegeegypt.com

2.2. When the adult arrives to collect your child(ren), security will check their ID. As long as it matched the written email then they will give them access to the school, informing them to report to the reception desk to collect the student.

2.3. If any adult other than those on the authorised list for that student, arrives at the school to collect your child(ren) without the written permission, they will be asked to wait until we have contacted you by phone to confirm they can collect them. Your child will remain under staff supervision until we have received your confirmation.

2.4. In an emergency circumstance, if you are unable to collect your child, please call the school as soon as possible and let us know the full name of the person who you are authorising to collect your child.

3. Procedures to be Followed when your Child(ren) is not Collected on Time

3.1. If your child(ren) is not collected within 10 minutes after the agreed collection time, the receptionist will call you.

3.2. If there is no response by 20 minutes after the agreed collection time then the emergency contact(s) for your child(ren) will be called by the receptionist.

3.3. A member of the Leadership Team will remain with your child until 30 minutes after the agreed collection time. After this time, your child will be put into the care of the Security Team and an email will be sent informing you of this.

Scope

This policy is applicable to all those with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control.

Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the BSO requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.

- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

Guidance

- The Business Manager and Governors will be responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis.
- The management of the checking, updating and training will be delegated to the Business Manager.
- This guidance is applicable to general risk assessment. Where specialist skills are required, eg hazardous chemicals, fire, mountain sports etc separate guidance is taken.
- Risk assessment training will be provided on specific areas were identified by the Business Manager or other member of staff as appropriate
- Risk assessment templates and training are available on The College Google Drive.
- The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.
- Risk assessments will take into account:
 - Hazard - something with the potential to cause harm
 - Group/groups who will be subject to risk
 - Risk - an evaluation of the likelihood of the hazard causing harm by making a
 - Risk rating - assessment of the severity of the outcome of an event by making a calculation
 - Control measures already in place- physical measures and procedures put in place to mitigate the risk
 - Additional controls required
- The risk assessment process will consist of the following 6 steps:
 - What could go wrong
 - Who might be harmed
 - How likely is it to go wrong
 - How serious would it be if it did
 - What are you going to do to stop it

- How are you going to check that your plans are working
- The Business Manager will be responsible for the maintenance of risk assessment records.
- Risk assessments will be reviewed:
 - When there are changes to the activity
 - After a near miss or accident
 - When there are changes to the type of people involved in the activity
 - When there are changes in good practice
 - When there are legislative changes
 - Annually if for no other reason

You should review your risk assessment Annually and/or if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

