

Ridgeway Infant School
'A safe, happy school where everyone does their best!'
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Acting Headteacher: Mrs T Dale



Thursday 14th March 2019

Dear Parents and Carers,

I am writing to inform you of a change that we are making to our end of day collection arrangements following an incident that occurred last week.

On Friday, an unknown person attempted to collect a child from school stating that he was her brother when in fact this was not the case. Unfortunately, the child indicated that it was their brother but then hesitated. Staff prevented the child from leaving and another parent also intervened before the child's parent arrived shortly after.

In light of this, we have reviewed our safeguarding procedures around the end of day collection and all staff have had refresher training about being vigilant in ensuring all children go home safely with their trusted adults. We have identified that we could provide an additional security measure through the use of collection passwords for all children, as currently parents and carers are asked to provide a password in Reception classes only.

Therefore, I would like to ask that **all parents/carers of children in Year 1 and 2** provide school with a password that can be given to staff in the event of an unexpected person arriving to collect children. Adults that are familiar to school staff and those who have an existing regular collection arrangement that school is aware of (such as child minders) will not need to give the password to collect their children. This would only be used in the event that someone who we are **not expecting** comes to collect your child. If the adult could not give the password, we would telephone parents/carers to explain what has happened and ask for permission for them to collect. I would ask that you please select a password and return the form to school as soon as you can so that we can implement these changes from **Monday 25th March**. Parents/carers of children in Reception (Classes 1, 2, 3) do not need to return the form as we already have a password for your child.

I would appreciate it if you could talk to your children over the next few days about 'stranger danger' and specifically the importance of telling school staff if they do not recognise the person who has come to collect them. We always reassure children that they will never be in trouble for doing this and that this will help us to keep them safe.

Our after school club providers are also aware of this incident and have been reminded to be vigilant when dismissing children. As new after school staff may be less familiar with adults collecting, it may take a little longer to ensure everyone gets home safely with the correct person. I would appreciate your understanding and patience with this.

Thank you in anticipation for your swift cooperation in returning the attached slip.

Yours sincerely,

Mrs T Dale
Acting Headteacher
head@ridgeway.derby.sch.uk