

LOST OR UNCOLLECTED CHILD PROCEDURE (Whole School Policy including EYFS)

Lost Child

If a child has been registered and then disappears during a session the following procedure shall take place:

1. Staff will be careful to remain calm and to ensure that the other children remain safe and adequately supervised.
2. A member of staff shall check around the school premises.
3. Care should be taken during this time that other children are not left unattended and put at risk.
4. If the child is not found, then a member of the SLT and the Headmaster should be informed immediately.
5. At this stage the child's parents/carers will be telephoned. Further action beyond this shall be taken in consultation with the parents/carers.
6. If the child is still not found the Police should be informed.
7. While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, staff will maintain as normal a routine as is possible for the rest of the children at the school.
8. A senior member of staff will be responsible for meeting the police and the missing child's parent/carer. The staff member will co-ordinate any actions instructed by the police, and do all she/he can to comfort and reassure the parents/carers.
9. Once the incident is resolved, the SLT and the staff team will review relevant policies and procedures and implement any necessary changes.
10. All incidents of children going missing during the school day will be recorded in the Incident Record Book in the Headmasters' Office and a member of the SLT informed so relevant policies and procedures can be reviewed.
11. Parents will be informed if their child was temporarily missing during the school day.

Uncollected Child

The school will ensure that all children are collected by a parent, carer or designated adult. If for some reason a child is not collected at the end of a session, the following procedures will be activated:

1. If a parent, carer or designated adult is more than 15 minutes late in collecting their child a member of staff will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
2. While waiting to be collected, the child will be supervised by a member of staff who will offer them as much support and reassurance as is necessary.
3. **Early Years**
If a child is not collected at lunchtime while they wait, they will stay with the rest of the group eating lunch and join the afternoon Nursery session for which they may be charged. Staff will continue to try to contact the parents/carers or other designated adults on the emergency contacts sheet.

Children not collected by 3.55pm will be taken to Extended Day.

4. **Reception-Year 2**
If at the end of a school day a child has not been collected they will join the children going to Extended Day. A charge may be made for this. Form teachers will then try to contact the parents to confirm collection arrangements.
5. **Extended Day**
Any children not collected by 4:10pm will be taken to the Dining Room where they will be supervised until 4:25pm. Any children not collected by 4:25pm will go in Extended Day, at which time a charge to parents will be incurred. Form Teachers will then try to contact the parents to confirm collection arrangements. If a child is not collected at the end of the Extended Day session a member of staff will contact the parents.
If parents/carers and designated adults cannot be contacted then we contact the police.

Continual incidents of late collection will be recorded and discussed with parents/ carers at the earliest opportunity.

Date Policy Reviewed:	September 2009
Date of Next Review:	September 2011
Person(s) Responsible for Review:	SLT
Signature of Review(s)	