



## **LOST OR UNCOLLECTED CHILD POLICY**

**Date Policy Reviewed:** 13 January 2020

**Date of Next Review:** 13 January 2022

**Person(s) Responsible for Review:** SLT (VF)

### **Lost Child**

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

1. Staff will calmly conduct a headcount ensuring that the other children remain safe and adequately supervised.
2. Ensuring ratios are maintained staff shall check around the school premises and alert the School Office who will find extra support as required.
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 (having conducted a quick but thorough search), then a member of the SET and the Head should be informed immediately.
5. At this stage the child's parents/carers will be telephoned by the Head or in his absence, the relevant member of SET. Further action beyond this shall be taken in consultation with the parents/carers, and the Head or other SET member in his absence.
6. If the child is still not found and having consulted the parents (unless they are unavailable) the Police should be immediately notified by the Head or relevant member of SET. The time between the child being confirmed lost after the search and the School reporting the fact to parents and the police should be as short as possible. A photo of the child should also be sent to the relevant authorities with the parents' permission.
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. The Head or member of SET 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 they can to comfort and reassure the parents/carers.

9. Once the incident is resolved, the SET 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 Lost or Uncollected Child Incident Record File in the Head's PA's Office.
11. Parents will be informed by the Head or a suitable member of the SET if their child was temporarily missing during the school day. This will happen as soon as practically possible after the child is found.

### **Lost Child on a School Trip**

If a child goes missing whilst on a school trip, the following procedures will apply:

1. An immediate head count will be carried out in order to ensure that all other children are present.
2. An adult will search the immediate vicinity whilst maintaining ratios and ensuring other children remain safe and are adequately supervised.
3. The Trip Leader will immediately inform the school by mobile phone and alert the relevant staff/venue manager at the location of the trip, so that an extended search can be carried out and police and parents can be contacted.
4. Although parent contact details are taken on trips, the Head or in his absence the relevant member of SET will contact the parents from school to explain what has happened and what steps have been put in motion. This will allow staff members on the trip to focus on the search for the missing child and the care of the other children. The time between the child being confirmed lost after the search and the School reporting the fact to parents and the police should be as short as possible.
5. Two members of staff must stay on site to meet the police. After consultation with the relevant authorities and the Head / member of SET, a decision will be made as to whether to continue with the trip providing that safe ratios can be maintained or return to school. The Head/member of SET will agree a strategy on next steps for staff and pupils in liaison with the police.
6. Once the incident is resolved, the SET and the staff team will review relevant policies and procedures and implement any necessary changes.
7. All incidents of children going missing during the school day will be recorded in the Lost or Uncollected Child Incident Record File in the Head's PA's Office.
8. Parents will be informed by the Head or a suitable member of the SET if their child was temporarily missing during the school trip. This will happen as soon as practically possible after the child is found.

## Unauthorised Absence

1. If a child is not present for Registration, the School Office will first check with the Form Teacher and verify that the child is not in other school activities at that time.
2. If the child is not present, the School Office will contact all available emergency contacts by phone and by email for the child starting with legal guardians and voice messages will be left.
3. If all emergency contacts are unobtainable, the Head and DSL will be informed, the relevant authorities will be contacted by the Head and appropriate action will be taken. In case of immediate concern we will contact The Children's Social Care Team (tel 01865 323041 or 0800 833408 - Emergency Duty Team).

## Frequent Absence

The Manor knows that it must inform the local authority of any pupil who fails to attend school regularly, or who has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State). The Manor reports these circumstances as soon as possible to the Local Authority.

## 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. 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. The child will not leave the premises with anyone other than those with requested permission.
2. **Pre-Nursery and Nursery**  
If a child is not collected at lunchtime, they will stay with the rest of the group eating lunch and join the afternoon 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 3:45pm will be taken to Extended Day.

3. **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.

**4. Years 3 to 6**

Any children not collected by 4:10pm will be taken or sent (as appropriate) to After School Break and thereafter to Homework Club. Any children in Years 3-6 not collected from Homework Club by 5:30pm will be taken to join Extended Day.

**5.** If no-one has collected the child by the time the school closes at 6pm and there is no-one who can be contacted to collect the child, the member of SLT on duty will initiate the following procedure:

- With the Head's prior knowledge, we contact The Children's Social Care Team (tel 01865 323041 or 0800 833408 - Emergency Duty Team).
- The child stays at Extended Day in the care of two members of staff until the child is safely collected either by the parents or by a social care worker.
- Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances will staff go to look for the parent, nor do they take the child home with them.

A full written report of the incident is recorded and placed in the child's file as well as in the Lost or Uncollected Child Incident Record File, kept in the Head's PA's Office.

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Ofsted and OSCB may be informed.

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