



## Lost or Uncollected Child Policy

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### Introduction

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All doors are security locked and can only be opened using a magnetic key fob. All staff have magnetic key fobs.

The doors are programmed to open at selected times eg; break and lunchtimes, to allow children to access the playground and toilets.

All children are aware of school procedures which stipulate that any child wishing to leave the playground to go inside must tell the person on duty and must let them know when they return.

Younger children are sent inside accompanied by a Year 6 Prefect.

Anyone arriving on the playground during break or lunchtime is challenged by the person on duty and directed to the main entrance of the school, where they can be signed in and receive a visitors' badge.

All visitors at other times of the day enter the school via the main entrance to the office.

Younger children make visits to the toilet in groups of two or more.

Pre-school care is located in the school hall. Entry to pre-school care is via the cloakroom door, which is security locked. Children cannot exit the facility accidentally, as they are unable to open the door.

Parents are asked not to leave their children unattended before the start of the school day, and any pupil who is unsupervised by a parent on school premises before 8.30 a.m. should be brought into the pre-school session and will be charged.

After-school care is located in the Foundation Stage building. Entry is via the main door of the building, which is security locked. Children cannot exit the facility accidentally, as they are unable to open the door.

Each of the two classrooms in the building is also security locked. The outdoor play area is fenced. There are always staff on duty outside when the children are playing outside.

Sports coaches and extra-curricular staff are made fully aware of the school's procedures regarding pupil security. Registers are taken by games, swimming and extra-curricular staff and messages are given to these staff by the office to indicate whether or not a child is absent that day. If the games/peripatetic/extra-curricular staff do not receive such a message, they will send two children to the office to enquire about the child's whereabouts.

The office will deal with the situation from thereon in, as per the procedures outlined in this policy.

### If a child goes missing during the school day

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Staff are vigilant as specified above. Should a child not return from the toilet etc, a message or the red SOS card will be sent with two children to the office.

A search will then be made of the building by office staff and any other available staff to locate the child.

If the child is not found, an emergency fire drill will be called and all children registered on the playground.

Should a child go missing from the playground during break or lunchtime, the whistle will immediately sound and registers will be taken. A message or the red SOS card will be sent with two children to the office and all staff will go out to assist in the playground.

Should the child still be missing:

- the police will immediately be informed
- all available staff will make a search of the grounds and surrounding local area
- parents will be informed
- the remaining children will be adequately supervised and reassured
- support will be offered to children, parents and staff involved
- a full debrief will take place and a written report will be made
- security systems will be fully reviewed

## **A child does not appear for registration**

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School procedures ask that parents should inform the office first thing in the morning if a child is absent from school.

The office staff will take a message to the class teacher, who will then fill out the register accordingly. A note will also be made by the office in the absence book.

If the teacher has not received a message by the end of registration, they will send a note with the register when it is returned to the office after registration.

The office will then immediately contact parents to ascertain whether the child is ill or at home.

## **A child does not appear for after-school care registration**

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If the child is booked in to the session, but does not turn up in Y1 classroom to be registered

- Staff will ask the class teacher whether the child was dismissed at home time and if so, to whom and this will be followed up by the office with a phone call
- All available staff will be asked to check the building
- All clubs will be checked
- the office will contact parents
- if parents cannot provide an explanation, the police will immediately be contacted

## **A child goes missing during an after-school care session**

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If, despite the security measures in place, a child goes missing from the after-care facility, the following procedures will be activated:

- all children will immediately be registered again to check no more are missing and registers will be checked
- staff will contact the office and all staff left in school will search the main school building
- remaining children will always have adequate supervision
- management will be informed immediately
- the remaining children will be supervised closely and reassured
- all clubs will be checked
- a search will be made of Lamb's building
- a search will be made by staff of the immediate vicinity and surrounding area
- parents will immediately be contacted to check whether the child has been taken by another parent

- parents who have collected children from after-care during the session will be contacted to ascertain whether the missing child left with them
- the police will be informed
- the remaining children will be reassured by staff
- support will be offered to parents and staff involved
- a full debrief will take place and a written report made
- OFSTED should be informed
- the incident should be reported under RIDDOR arrangements and recorded on an Incident Reporting Form
- security systems will be fully reviewed

## A child goes missing on a school trip

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See school visits documentation.

## Collection of Children

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Any child who has not been collected by the time the rest of the children have been dismissed at the end of the day will be taken to after-care.

- Parents book their children into after-school care through the school office. At this point they are asked who will collect the child at the end of the day and this information is passed to the day care staff.
- No child is allowed to leave the facility with anyone else unless this has been previously agreed with the parents.
- In cases where there is discord between parents, we ask for written guidance on the collection of the child(ren) from the parent with main responsibility for the child(ren). If there is any unexpected change from these arrangements, staff will contact the parent with main responsibility for confirmation.
- When parents/carers arrive to collect the children, they are asked to sign the registration sheet which records time of arrival and departure.
- They are also informed of any accidents or incidents which may have occurred during the day, either in school or during Day Care. Any accidents are recorded in the Accident Book and a copy of the sheet is sent home with the child.
- If a child is not collected by 18:00, staff will use the emergency contact details file to contact the parents/carers of the child. They will also take into account who is supposed to be collecting the child that day.
- Management will be informed immediately.
- The child will be reassured by staff that calls are being made.
- A member of staff will remain with the child until they are collected.
- In case of accident to the person collecting, staff will work through the emergency contact list in specified order of contacts.
- If the child lives reasonably close to school, a member of the management may try to call at the house.
- In the event that the school cannot make contact, out of hours social services/police will be contacted 01275 888266. Out of hours 01454 615165.
- No child will ever be left unattended on school premises.