

Carrdus School

Lost or Uncollected Child Policy

Lost Child at School

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 the Head, or in her absence, the Deputy Head (Deputy) should be informed immediately.
5. At this stage the child's parents/carers will be telephoned by the Head/Deputy. Further action beyond this shall be taken in consultation with the parents/carers, and the Head/Deputy.
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/Deputy. 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.
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/Deputy 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 Head and Deputy 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 staff room and a Serious Incident Report will be completed and given to Bursar.
11. Parents will be informed if their child was temporarily missing in the school day.

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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/Deputy 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. The other children will be taken back to school whilst the incident is ongoing, with two members of staff staying on site to meet the police, providing ratios can be maintained (otherwise extra staff will have to be sent out from school before the return trip takes place).
6. Once the incident is resolved, the Head and Deputy will review relevant policies and procedures and implement any necessary changes.
7. All incidents of children going missing on school trips will be recorded in the Incident Record Book in staffroom and a Serious Incident Report will be completed and given to the Bursar.
8. Parents will be informed if their child was temporarily missing during the school trip.

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 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. The child will not leave the premises

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with anyone other than those with requested permission.

3. Early Years - lunchtime

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 EYFS 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.

4. Children going home at 3.30pm and 3.40pm after lessons have finished

If by 3.45pm any child who is going home has not been collected then he/she will be taken to and signed into After School Club.

5. Children going home at 4.30pm after clubs have finished

If by 4.35pm any child who is going home has not been collected he/she will be taken to and signed into Teatimers.

Children going home at 5.30pm after Teatimers has finished

If by 5.30pm any child going home has not been collected, the Teatimers staff will contact the parents/carers and use any other emergency contact details available 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.

If no-one has collected the child by 6.00pm we apply the following procedures:

- One of the Teatimers staff on duty will inform the Head/Deputy.
- The Head/Deputy will remain in/return to school and take charge.
- The child stays in the front hall in the care of one of the Teatimers staff until the child is safely collected by the parents
- If the parents/carers cannot be contacted, the Head/Deputy will contact other school families to ascertain the whereabouts of the parents /carers, the cause for the delay, and how long it is likely to last.
- If parents/carers still cannot be contacted, the Head/Deputy will contact our local authority's children's social care team on their out of hours tel number: on 01604 626938 and take advice.
- 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.

7. Follow up

Ofsted and NSCP may be informed. Continual incidents of late collection will be discussed with parents/carers at the earliest opportunity.