

Lingfield Education Trust

Lost or Uncollected Children Policy

covering EYFS

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Policy prepared by (name and designation)	Sarah Thornton, Head Teacher
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Lost or Uncollected Children Policy covering EYFS

At Lingdale Primary School we have clear procedures in place for both the dropping off and collecting of children. This policy is in addition to these procedures.

Lost Child

Even when all precautions are properly observed, emergencies can still arise. Therefore staff will undertake periodic head counts, especially at the transition points between sessions. If for any reason a member of staff cannot account for a child's whereabouts during a session, the following procedure will be activated:

- ☐ The member of staff in question will inform the person in charge of school and the rest of the staff team that the child is missing and a thorough search of the entire premises will commence. Staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- ☐ The Head teacher or person in charge will nominate a member of staff to search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the setting.
- ☐ If after 15 minutes of thorough searching the child is still missing, the Supervisor will inform the police and then the child's parent/carer.
- ☐ 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 school or Nursery.
- ☐ The Head teacher or person in charge will be responsible for meeting the police and the missing child's parent/carer. They will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.
- ☐ Once the incident is resolved, the Senior Leadership Team and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the setting's Site Security and Risk Assessment policies).
- ☐ Missing child incidents are very worrying for all concerned. The parents may feel angry and fraught. The staff may blame themselves and feel anxious and in distress. When dealing with a distraught and angry parent, there should always be two members of staff when possible. A full investigation will take place this will be completed fairly and support given. Aggression or threats against staff are not tolerated and the police will be called in such circumstances.

Uncollected Child

At the end of every session, the school and Nursery will ensure that all children are collected by a parent, carer or designated adult, in accordance with the school safeguarding procedures. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- ☐ If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Head teacher will be informed and this will be logged on cpoms.
- ☐ The office 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.

- 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.

- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Supervisor will call the Police non-emergency telephone number for advice.

- In the event of the Police being called, the Head teacher will attempt to leave a further telephone message with the parent/carers or designated adult's answer phone, where available.

- At the end of the school day the children will be placed into After School Care club. If we have not heard back from any emergency contacts by 4pm, the designated safeguarding lead will contact the Children's Hub for advice.

- Under no circumstances will a child be taken to the home of a member of staff, or away from the premises unless absolutely necessary.

- The child will remain in the care of school staff until they are collected by the parent, carer or designated adult, or until alternative arrangements are initiated by the Police or Social Care.

- Incidents of late collection will be recorded by the Family Liaison Officer and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a childcare costs.