

PROCEDURES FOR DEALING WITH LOST OR UNCOLLECTED CHILDREN

Lost Children

In the unlikely event that a child leaves the School or Nursery premises unattended the following procedure will take place:

- Staff will remain calm at all times
- Remaining children will be gathered together (e.g. for a story) in a calm manner
- Children will be asked calmly if they know the whereabouts of the missing child
- A search will be made of the entire premises, both inside and out and all staff will be extra vigilant to any potentially suspicious behaviour or persons in or around the building or grounds.
- The Headteacher will be informed immediately.
- If after 5 minutes of thorough searching the child is still missing, the parents/Carer will be contacted and informed of the situation, including the possibility that the child may be attempting to return home. If parents/Carer are unavailable the emergency contacts on the child's registration form will be contacted
- A member of staff will trace the child's journey home with the possibility of catching up with the child
- Contact will be made with the emergency services (Police) if it is deemed appropriate
- A record of events will be made as quickly as possible, including last confirmed sighting of the child and any unusual behaviour pattern
- Subject to the approval of the Headteacher, other parents and carers will be notified of the incident in an appropriate manner.
- Once the incident is resolved, the Headteacher and all appropriate members of staff will review relevant policies and procedures and implement any necessary changes.
- All incidents of children going missing from the School or Nursery will be recorded in the Incident Record Book.

Uncollected Children

If a child remains uncollected at the end of the school day:

- The child will be accompanied to the Office. The Administrative Staff will contact the parent/carer as appropriate. The child will not be left unsupervised at any time.
- In the Nursery, at least one member of staff will remain with the child, whilst the Team Leader or Head of Early Years ensures that the child's contact person (parent or carer) is telephoned.
- Should the School be unable to contact the parent or carer, the emergency contacts on the registration document will then be telephoned.
- Staff will reassure the child throughout this process.
- Staff will remain on the premises with the child until the responsible adult collects them

In the event that a named responsible adult does not contact the School or Nursery or collect the child within 60 minutes of the end of the school day, the Headteacher will be informed and may contact Social Services and inform them of the situation. The School or Nursery must be informed of any anticipated late collection due to circumstances beyond the parent's control. If specific arrangements are made for the child to be collected, parents will be requested to repeat both the instructions and a description of the person collecting the child/children if they are not on the contact list. An agreed identification/password will also be asked for. Staff at Greatstone Primary School and Nursery will only release children into the care of a parent or designated carer.

