

ALEXANDRA INFANTS' SCHOOL

POLICY AND PROCEDURE FOR LOST OR UNCOLLECTED CHILDREN.

Policy for Uncollected children

We expect children to be collected at the end of the school day: 3:10 for F1 children and 3:15 for F2 and KS1 children.

If this does not occur, we will presume that an emergency has arisen, causing delay and we will instigate our procedure for uncollected children unless parents contact school through the main office to inform us of delay.

Procedure

15 minutes late:

- Parents / carers contact information will be accessed and the parents / carers contacted concerning the collection of their child. This will be carried out by the Office Manager or the child's classteacher.
- Parents / carers will be reminded of the time of the end of the school day and will be asked for an explanation of their lateness for collecting their child.
- Parents / carers should be reminded that if they are delayed in getting to school for the end of day, that they should phone and inform school of the reasons for this.

60 Minutes late:

- Children who are not collected and for whom school has not been notified of an emergency will become the responsibility of the Social Services department.
- The member of the year group should inform a senior manager of the lateness of the collection of the child.
- Parents / carers contact information will be accessed and they will be contacted.
- If no one is available, the emergency contact number will be accessed and contacted.
- If there is no one available, Social Services Duty Team will be contacted and collection of the child requested.

At all times, for EY setting, two members of staff will be present and the child will

remain on the school site until Social services collect the child.

For children from Key Stage 1 they will be supervised by a member of the classroom-based staff.

All children must be collected by an authorised person.

If school has not been notified that a child is being collected by someone other than a parent then the child will not be allowed to leave school. This policy is strictly adhered to and therefore it is important to let the school know who will be collecting a child if it is not the "usual" person.

EYFS and KS1 children must be collected by an adult or older sibling (minimum 14 years old).

POLICY FOR LOST CHILDREN

Every effort is made to ensure the safety of your child whilst they are in our care at school. This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing.

RESPONSIBILITIES

- It is the Headteacher's responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a regular basis. It is the responsibility of all staff to read the policy and act at all times according to its guidance.
- It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for hand over of the child at the beginning and end of sessions.
- It is the responsibility of Governors to ensure they are aware of the school's procedures and to challenge/support the school in its review of this policy.

PROCEDURES AIMED AT REDUCING RISK OF A MISSING PUPIL

Start of the Day

- Ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- Clear procedures for welcoming pupils into school. Staff meeting and greeting on the Year Group door from 8:50 in F1 and 8:45 in F2 and KS1. Doors into classes closed at 9:00 in F1 and 9:00 in F2 and KS1.
- Main entrance used between the hours of 9:00 am and 3.10pm once gates are padlocked.
- Staff mark registers promptly and accurately - mornings and afternoons.

Outside Time/Lunch/Playtime

- When children are outside they are protected by fencing and padlocked gates and are supervised by an adult.
- If pupils leave the classroom security to work in other parts of the school ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- Pupils move round the school in pairs and never in isolation.
- Updated contact information for parents and carers is sought and maintained.
- External class doors leading onto the playground or outdoor learning environment are locked before and after playtime and dinnertime. Staff ensure the gates are locked before children use the outdoor learning environment and at least 1 member of staff is outside with them at all times.

Hometime

- Staff stand at the year group exits and call the names of the children whose parents are waiting. Staff ensure that all pupils are collected by the appropriate adult. After 10 minutes pupils who are left go to main entrance to wait.
- Pupils have sight of parent before they leave their teacher.
- Up to date list in every classroom detailing how the pupils are to go home and with whom.

This is reviewed each year and maintained with up to date contacts when parents make any changes. All changes are made in writing.

Visits

- Thorough risk assessments and the requisite staff/pupil ratios are provided when pupils leave the school premises. These are recorded on the online EVOLVE system. Mobile phones taken on every visit and mobile contact numbers left at school.

In the unlikely event of a child going missing while in the care of Alexandra Infants' School, the person in charge of that phase or another member of the senior leadership team will follow the procedures listed below.

Procedures:

- Inform the Headteacher or, in her absence, another member of the senior leadership team of the emergency
- Carry out a full search of the immediate area without causing undue panic amongst other children
- If the child cannot be found in the immediate area, extend the search to

include the whole premises of the school

- Contact parents / carers to inform them that a problem has occurred. When contacting parents or carers please ask them to bring with them a recent photograph of their child.
- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- If the missing child has any special medical or learning needs then these need to be noted, to be disclosed to police or other agencies.
- If the child still cannot be found, contact the local police so that a full search of the surrounding area can be carried out
- During this time, the correct child / adult ratio must be maintained.
- After the event a full report should be made to allow review and evaluation of present policy and practice

If the event of a member of staff fearing that a child has gone missing while off school premises:

- Visit leader must ensure safety of remaining pupils.
- One or more adults should immediately start searching for the child.
- Visit leader should contact school to alert them.
- If the child is not found within 5 minutes Visit Leader must contact police by phoning 999.
- Visit leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which procedures above to be followed. This policy and procedures document will be reviewed annually.

L Pennington

Reviewed January 2015